



**Bid Number 50-00141429**

**Furnish Labor, Materials, Equipment, Transportation and all other Incidentals Necessary to Remove Four (4) Existing Split HVAC Systems and Supply and Install Four (4) New Split HVAC Systems at 128 Wright Ave, Gretna, La 70053 for the Jefferson Parish Department of General Services**

**Bid Due: APRIL 11, 2023 at 2:00 pm**

**ATTENTION VENDORS!!!**

**Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received on the Purchasing Department's eProcurement site by the bid due date and time.**

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Buyer Name: Donna M Evans, Buyer II  
Buyer Email: DMEVANS@jeffparish.net  
Buyer Phone: 504-364-2691**

DATE: 3/15/2023

INVITATION TO BID  
THIS IS NOT AN ORDER

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BID NO.: 50-00141429

## JEFFERSON PARISH

PURCHASING DEPARTMENT  
P.O. BOX 9  
GRETNA, LA. 70054-0009  
504-364-2678

BUYER: DMEVANS@jeffparish.net

BIDS WILL BE RECEIVED ONLINE VIA [WWW.JEFFPARISHBIDS.NET](http://WWW.JEFFPARISHBIDS.NET) UNTIL 2:00 PM, 4/11/2023 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053. At no charge, bidders are to submit via Jefferson Parish's electronic procurement page by visiting [www.jeffparishbids.net](http://www.jeffparishbids.net) to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

LATE BIDS WILL NOT BE ACCEPTED

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN LSA - R.S. 9:2620(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE.

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

#### THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647 as amended.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum. Please note that all official communication will be expressed in the form of an addendum.

Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)



All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

**A. AWARD OF CONTRACT:** JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

**PROTESTS:** Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

**PREFERENCE:** Unless federal funding is directly spent by Jefferson Parish for this purchase, preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA – R.S. 38:2251-2261"

**B. USE OF BRAND NAMES AND STOCK NUMBERS:** Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

**C. CANCELLATION OF CONTRACT:** JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

**D. PRICES:** Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and local taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).



**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

**IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS**

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online.

This is a secure site and authorized personnel have limited read access only. Bidders are to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit our E-Procurement Page at [www.jeffparishbids.net](http://www.jeffparishbids.net) to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 as amended. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW.

**3, 4, 5, 6, 8, 9, 10, 11, 13, 14, 16**

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.



## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, the license number must be entered in the appropriate field in the electronic procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precaution must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. All sureties must be in original format (no copies) When submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.

17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which is permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment."). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owed on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session - Louisiana Revised Statute 47:301(8)(c). Owner will furnish to contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment, and report to Owner the amount of taxes not incurred.

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.



**All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form**

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO \_\_\_\_\_

MAXIMUM ESCALATION PERCENTAGE REQUESTED \_\_\_\_\_%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF \_\_\_\_\_.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES \_\_\_\_\_

**LOUISIANA CONTRACTOR'S LICENSE NO.:** (if applicable) \_\_\_\_\_

**THIS SECTION MUST BE COMPLETED BY BIDDER:**

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: (     ) \_\_\_\_\_ FAX: (     ) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form by placing the addendum number as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

TOTAL PRICE OF ALL BID ITEMS: \$ \_\_\_\_\_

AUTHORIZED

SIGNATURE: \_\_\_\_\_

Printed Name

TITLE: \_\_\_\_\_

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

**NOTE:** All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00141429

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	JOB	<p>FURNISH LABOR, MATERIALS, EQUIPMENT, TRANSPORTATION AND ALL OTHER INCIDENTALS NECESSARY TO REMOVE FOUR (4) EXISTINGspl SPLIT HVAC SYSTEMS AND SUPPLY &amp; INSTALL FOUR (4) NEW HVAC SPLIT HVAC SYSTEMS</p> <p>0010 - PROVIDE ALL LABOR, MATERIALS, EQUIPMENT, TRANSPORTATION, AND ALL OTHER INCIDENTALS NECESSARY TO REMOVE FOUR (4) EXISTING SPLIT HVAC SYSTEMS AND SUPPLY AND INSTALL FOUR (4) NEW 14 SEER AMERICAN STANDARD SPLIT HVAC SYSTEMS AT 128 WIRHGT AVENUE, GRETN, LA 70053 PER THE ATTACHED SPECIFICATIONS.</p> <p>*****</p> <p>SEND ALL QUESTIONS AND EMAILS TO CHRISTY CALMETTE AT CCOMEAX@JEFFPARISH.NET</p> <p>*****</p>	\$	\$



## **Install four (4) new split HVAC Systems**

### **Section 1.0 – Site Visit:**

Site visits are being offered for this bid. To set up a site visit, please get in touch with Eric Folse between the hours of 8:00 a.m. to 3:00 p.m. Monday-Friday @ 504-364-2675.

### **Section 2.0 – Scope:**

We extend this proposal to provide labor, materials, equipment, transportation, and all other incidentals necessary to remove four (4) existing split HVAC systems and supply and install four (4) new 14 SEER American Standard split HVAC systems at 128 Wright Avenue Gretna, La. 70053

### **Section 3.0 – License:**

A Louisiana State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq., and such license number will be shown on the outside of the bid electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, the license number must be entered in the appropriate field in the electronic procurement system. Failure to comply will cause the bid to be rejected." A copy of the license is not required by law; however, they are required to specify their license number on their bid envelope.

#### **3.1 License(s) issued by the Louisiana State Licensing Board for Contractors:**

- Mechanical Statewide

### **Section 4.0 –Bonds:**

- **Surety Bond:** An Electronic bid bond will be required with bid submission in the amount of 5% of the total bid. The vendor shall indicate the electronic bid bond number in the location specified on the electronic bid envelope. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
- **Performance Bond:** A Performance Bond in the amount of 100% of the total contract price will be required. The performance bond shall be produced upon contract execution.
- **Payment Bond:** A Payment Bond in the amount of 50% of the total contract price will be required. The payment bond shall be produced upon contract execution.

### **Section 5.0 – Quantities/Inspection:**

Bidders must inspect the site and perform their measurements to determine the proper quantity of labor, materials, and equipment required to complete this project.

**Section 6.0 – Submittals:**

If the bidder intends to provide materials equal to or better than owner-specified materials, the following shall be provided with the bid submission. Provide the requested information with your bid to ensure the bid is deemed responsive.

- Manufacturer's catalog data
- Detail sheets
- Specifications of product
- Warranty information

**Section 7.0 - Davis Bacon Act:**

**The following act shall be adhered to for this project:**

2.9 Davis-Bacon Act and Wage Requirements. Notwithstanding any other provision of law to the contrary and in a manner consistent with all provisions of the American Recovery and Reinvestment Act of 2009 (ARRA), all laborers and mechanics employed by FIRM and its subcontractors on projects funded by or assisted in whole or in part by and through the Federal government pursuant to ARRA and specifically for the ARRA funded Weatherization Assistance Program (WAP) shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of Chapter 31 of Title 40, United States code. To this end, all contracts between FIRM and its subcontractors for weatherization assistance services shall contain a clause requiring compliance with this Davis-Bacon provision.

2.10 FIRM shall maintain its records which relate to this Agreement and agrees to make them available for inspection by MANAGER, LACAP (the Association), the LHFA, the United States Department of Energy, the Legislative Auditor of the State of Louisiana and/or the Office of the Governor and Division of Administration auditors, such inspection to be in a manner consistent with the requirements placed upon MANAGER by LACAP. FIRM agrees that the Association or its duly authorized agents, representatives or employees, or other government association may, until three years after final payment under the subcontract, at such reasonable times as the Association may determine, inspect, audit, and copy any of FIRM's records relevant to their performance related to this Agreement. FIRM requires 48 hours notice for such access and will not otherwise limit the access of the Association or its duly authorized agents, representatives, or employees when they seek to perform a such examination of the records of the FIRM.

2.11 FIRM shall treat non-public information in a manner consistent with all laws and regulations concerning confidentiality which safeguard information and the client information, including Louisiana's Confidentiality Law. R.S. 46:56.

2.12 MANAGER shall provide FIRM with any written policies regarding Conflicts of Interest as they relate to this project and FIRM shall abide by such written policies

**Section 8.0 HUD with Section 3 Compliance:**

- See Attachment "B"



## **Section 9.0 Bid Specifications:**

- All materials for this project shall be bidder-supplied new.
- All materials shall be as specified, or owner reviewed and approved equal

### **9.1 - Removal of Existing Equipment:**

- Remove and properly dispose of four (4) existing HVAC systems and all associated materials.

### **9.2 – Installation:**

#### **Design, engineer, supply, and install:**

- Four (4) new 4-ton 208/230 volt 3-Phase R410A 14-seer American Standard/Trane Model # 4TTA4048A3000C condensing units.
- Four (4) new 4-ton 208/230 volt 1-Phase American Standard/Trane Model # TEM4A0C48S41S air handler units with 7 7.21/9.60 kW Electric Heater w/Circuit Breaker.
- Four (4) new air handler-mounted filter brackets.
- Four (4) new Honeywell Wi-Fi 8000 Series Thermostats.
- Four (4) new Bayloam 107 Head pressure Kits for low ambient controls.
- Existing ductwork must be re-installed on new Air handler(s)
  - Ductwork must be sealed with a water-borne air duct sealant to prevent air leaks.
- Each air handler shall be installed in a 316 stainless steel secondary drain pan with 4-inch stainless steel supports and rubber isolation pads.
  - The corners of each drip pan shall be welded to prevent leaks.
  - Safety drain pans shall be installed to allow for proper drainage.
  - Each safety pan shall have an Aqua Guard AG 1100 drain pan float switch installed. See Attachment "A"
  - Each safety pan float switch shall be wired to shut the unit off during switch activation.
- Two (2) new ceiling-mounted return air boxes.
- Return air boxes shall be 26-gauge galvanized metal insulated to R-6.
- Each Air handler shall be connected to new ceiling-mounted return air.
- Return air ductwork must be sealed with a water-borne sealant to prevent air leaks.
- Supply and install two (2) new aluminum return air grills.
- Each air handler shall have a scheduled 40 PVC primary drain line with a "P" trap from the air handler(s) to the existing drain.
- Each air handler and condensing unit shall have a NEMA 3-rated fused disconnect.
- Supply and install new Liquid tight flexible electrical conduit and adequately sized wire from the new disconnect to the new condensing unit(s).
- Liquid tight flexible electrical conduit shall be adequately mounted to unit support.
- Supply and install new Liquid tight flexible electrical conduit and adequately sized wire from the existing disconnect to the new air handler unit.

## **9.2 – Installation: Continued**

- Supply and install new 24-volt 18-gauge 6-wire thermostat wire from the air handler(s) unit to the thermostat.
- Supply and install new 24 volts 18-gauge, 5-wire thermostat wire from the air handler unit to the condenser(s).
- All exposed low voltage wire shall be in conduit or liquid-tight flexible electrical conduit and adequately secured.
- Each disconnect shall have appropriately sized fuses installed.
- All mounting hardware shall be stainless steel.
- All exterior electrical equipment shall be weather-tight and UL-approved.
- Supply and install new appropriately sized copper (Liquid and Suction) line set with ¾' insulation from air handler(s) to condenser(s).
- Each air handler shall have a fire stat and smoke detector installed and connected to the existing fire alarm system.

## **9.3 - Commissioning:**

A factory-trained representative of the installed HVAC equipment shall perform commissioning. All commissioning shall be performed with an owner's representative present.

## **Section 10.0 – Safety Precautions:**

Safety precautions must be exercised to safeguard the welfare and safety of the people while any work is being performed.

## **Section 11.0 – Permits:**

Bidder shall obtain permits as required by the Jefferson Parish Department of Inspection and Code Enforcement. The bidder shall be responsible for the payment of these permits. All permits must be obtained before the start of any project requiring permits.

## **Section 12.0 - Hours of Work:**

The work to be performed shall be scheduled during normal working hours, 7:00 a.m. – 5:00 p.m., Monday thru Friday. All work shall be scheduled seventy-two (72) hours in advance. The successful bidder may work before or after normal building hours to provide a safe work environment at no extra charge to Jefferson Parish.

## **Section 13.0 - Warranty:**

- Five-year parts, labor, maintenance, and refrigerant warranty from the manufacturer.
- All warranty paperwork shall be submitted to the Department of General Services after the project.

## **Section 14.0 – Liquidated Damages:**

Commencing on the fifteenth day following the notice to proceed until work is complete, liquidated damages will be assessed in the amount of \$300 per day.

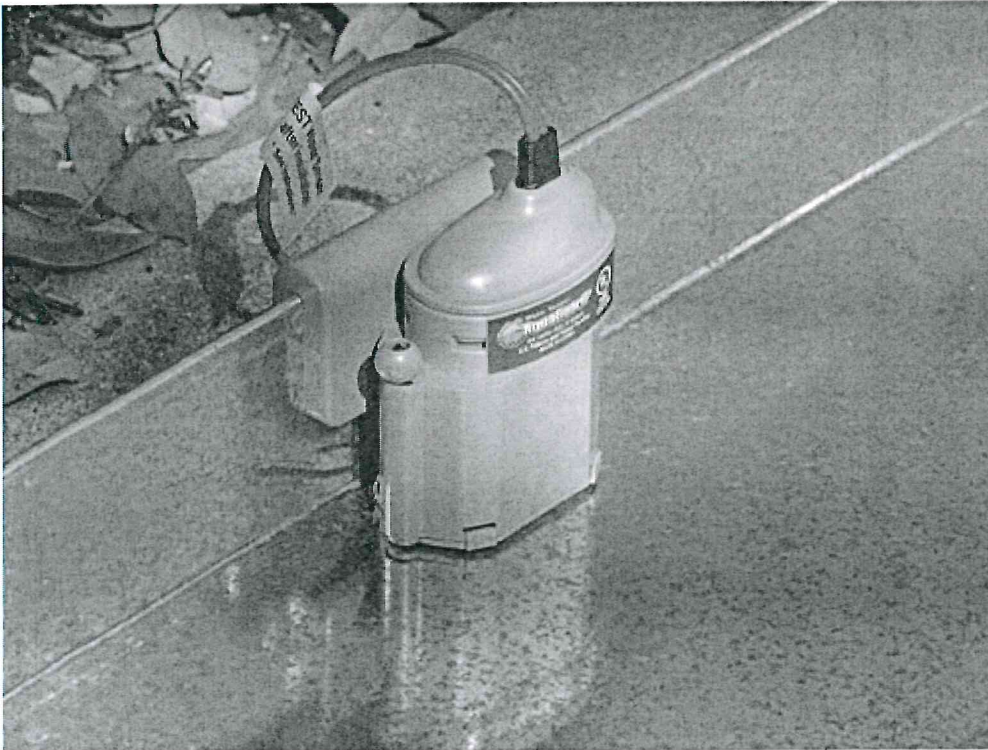


**Section 15.0 – Start of Work Conference and Notice to Proceed:**

A “Start of Work Conference” shall be held between the successful bidder and the owner before any work commences.

No work shall be performed until the successful bidder receives a written “Notice to Proceed” to begin work from the Department of General Services.

Attachment “A”



**"Section 3" Compliance in the Provision of Training, Employment, and Business Opportunities (Section 3 Compliance Provisions)**

- (1) The work to be performed under this contract, subcontract, memorandum of understanding, cooperative agreement or similar legally binding agreement, is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968 (Section 3) 24 CFR Part 75. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance, to the greatest extent feasible, and consistent with Federal, State, and local laws and regulations, be directed to low- and very low-income persons, and to business concerns which provide economic opportunities to low- and very low-income persons.
- (2) The parties to this contract, subcontract, memorandum of understanding, cooperative agreement, or similar legally binding agreement agree to comply with HUD's regulations in 24 CFR Part 75, which implement Section 3. As evidenced by execution of this contract or subcontract memorandum of understanding, cooperative agreement or similar legally binding agreement the parties certify that they are under no contractual or other impediment that would prevent them from complying with the requirements of 24 CFR Part 75.
- (3) The contractor/subcontractor agrees to identify current employees on its payroll when the contract or subcontract was awarded who will be working on the Section 3 covered project or activity and certify that any vacant employment opportunities, including training positions, that are filled:
  1. After the contractor/subcontractor is selected; and
  2. With persons other than those that meet the definition of a Section 3 worker, were not filled to circumvent the contractor's Section 3 obligations.
- (4) The contractor/subcontractor agrees to maintain records documenting Section 3 workers that were hired to work on previous Section 3 covered projects or activities that were retained by the contractor/subcontractor for subsequent Section 3 covered projects or activities.
- (5) The contractor/subcontractor agrees to post signs advertising new employment, training, or subcontracting opportunities that will be available as a result of the Section 3 covered projects and activities in conspicuous places at the work site where potential applicants can review them and maintain documentation as proof of posting.
- (6) The contractor/subcontractor agrees to hire, to the greatest extent feasible, Section 3 workers as new hires, or provide written justification to the recipient that is consistent with 24 CFR Part 75, describing why it was unable to meet minimum numerical hiring goals, despite its efforts to comply with the provisions of these Section 3 requirements specified herein.
- (7) The contractor/subcontractor agrees to Section 3 hiring requirements as specified throughout these provisions and specifications.
- (8) The contractor/subcontractor agrees to Section 3 contract award requirements as specified throughout these provisions and specifications.



- (9) The contractor/subcontractor agrees to notify Section 3 workers and businesses about the availability of new employment, training, or contracting opportunities created as a result of the receipt of Section 3 covered financial assistance. The notification should allow sufficient time to facilitate participation and include certification forms.
- (10) The contractor/subcontractor agrees to verify the eligibility of prospective Section 3 workers and businesses for employment, training, or subcontracting opportunities, in accordance with the Section 3 Compliance Provisions, and maintain documentation of verifications.
- (11) Contractor/subcontractor may count Section 3 workers' labor hours and Targeted Section 3 workers' labor hours for five years from when their status as a Section 3 worker is established. For purposes of reporting the labor hours for Section 3 workers, an employer may choose whether to define the workers as Section 3 workers for a five-year period at the time of the workers' hire, or when the workers are first certified as meeting the Section 3 worker definition. The five-year period for a worker cannot begin before November 30, 2020; therefore, Section 3 workers hired prior to November 30, 2020 may be certified for a five-year period beginning November 30, 2020.
- (12) The contractor/subcontractor agrees to provide priority consideration to eligible workers and businesses, in accordance with 24 CFR Part 75.19.
- (13) The contractor/subcontractor agrees to notify potential bidders on subcontracts that are associated with Section 3 covered projects and activities about the requirements of Section 3 and include these Section 3 Compliance Provisions in its entirety into every subcontract awarded. Contractors and subcontractors shall meet the requirements of 24 CFR Part 75.19 and other applicable parts of 24 CFR Part 75, regardless of whether these Section 3 Compliance Provisions, requirements, Section 3 documents, or requirements included in the Compliance Provisions are included in subcontracts or not.
- (14) The contractor/subcontractor agrees to impose sanctions upon any subcontractor that has violated the requirements of these Section 3 Compliance Provisions of 24 CFR Part 75 in accordance with the awarding agency's Section 3 policies and procedures or the 24 CFR Part 75 Section 3 requirements.
- (15) The contractor/subcontractor agrees to comply with all monitoring, reporting, recordkeeping, and other procedures specified by Jefferson Parish, HUD, these Provisions, and 24 CFR Part 75. Documentation shall be maintained for the time period required for record retention in accordance with applicable program regulations or, in the absence of applicable program regulations, in accordance with 2 CFR Part 200.
- (16) All job descriptions and job postings that are done for work associated with the project by the contractor and its subcontractors shall include this language: "This is a HUD Section 3 Project with hiring priorities for low-income persons."
- (17) The contractor/subcontractors agrees to include these Section 3 Compliance Provisions and attached Section 3 forms and documents in their entirety in every subcontract subject to compliance with regulations in 24 CFR Part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in the Section 3 Compliance Provisions, upon a

finding that the subcontractor is in violation of the regulations in 24 CFR Part 75 or these Provisions. The contractor/subcontractor also agrees to all Section 3 requirements of these provisions and specifications including the Jefferson Parish Section 3 Program requirements. Contractor/subcontractor agrees that the additional Key Section 3 Requirements, Jefferson Parish Section 3 Program Requirements (with all of its forms, documents, signage requirements, and attachments), attached Resources for Section 3 Compliance, and Examples of Section 3 Qualitative Efforts attached, are all part of the Section 3 Compliance Provisions.

- (18) The contractor/subcontractor shall notify the Parish Section 3 Coordinator of their interests regarding employment of Section 3 workers prior to hiring and their interests in subcontracting with Section Certified Business Concerns.
- (19) The contractor/subcontractor agrees to notify each labor organization or representative of workers with which the recipient, sub-recipient, or contractor has a collective bargaining or similar labor agreement or other understanding, if any, about its obligation to comply with the requirements of Section 3 and ensure that new collective bargaining or similar labor agreements provide employment, registered apprenticeship, training, subcontracting, or other economic opportunities to Section 3 workers and businesses, and to post notices in conspicuous places at the work site advising the labor union, organization, or workers' representative of the contractor's/subcontractor's commitments under this part.
- (20) The contractor/subcontractor shall make efforts to the greatest extent feasible to meet the Section 3 benchmarks and requirements. Refer to examples of qualitative efforts provided in 24 CFR 75.25(b), the websites shown in these Section 3 Compliance Provisions, and the attached Examples of Section 3 Qualitative Efforts. Other qualitative efforts can be performed as well.
- (21) If the contractor/subcontractor has not met the Section 3 benchmarks, the contractor/subcontractor must submit in writing the qualitative nature of the activities pursued.
- (22) Contractor/subcontractor will be required to certify that they will and have made best efforts to follow the prioritization of effort requirements in 24 CFR 75.19 prior to the beginning of work and after work is completed.
- (23) Contractor/subcontractor will be considered to have complied with Section 3 and met the safe harbor, in the absence of evidence to the contrary, if they certify that they have followed the required prioritization of effort in 24 CFR 75.19, met or exceeded the applicable Section 3 benchmarks and complied with the Section 3 Compliance Provisions and requirements specified herein.
- (24) Failure to comply with Section 3 requirements and these Provisions or 24 CFR Part 75 shall result in the imposition of sanctions. Appropriate sanctions for noncompliance may include: Requiring additional certifications or assurances of compliance; termination or cancelation of the contract, subcontract, memorandum of understanding, cooperative agreement, or similar legally binding arrangement for default; refraining from entering into subsequent contracts, subcontracts, memoranda of understanding, cooperative agreements, or similar legally binding arrangement; repayment of funds, payments into a Section 3 Training/Implementation Fund and withholding a



portion of contract awards, subcontracts, memoranda of understanding, cooperative agreements, or similar legally binding arrangements.

- (25) Contractor/subcontractor shall maintain correspondence or other records from Section 3 workers and businesses regarding training, employment or contracting opportunities (including grievances) and document how they were addressed or resolved.
- (26) Pursuant to 24 CFR 75.5, a prior arrest or conviction cannot negatively affect the status of a Section 3 worker or Targeted Section 3 worker. The status of a Section 3 business concern shall not be negatively affected by a prior arrest or conviction of its owner(s) or employees.

#### **SIGN REQUIRED AT CONSTRUCTION SITES**

The contractor shall post a sign at all facilities specified for this project. The sign must identify the Housing and Community Development Department in partnership with the U.S. Department of Housing and Urban Development as the funding sources, and also identify the project name. The minimum size of this sign must be 4 feet by 4 feet and shall be visible from the street. Reference the template provided in the Jefferson Parish Section 3 Requirements.

#### **ADDITIONAL KEY SECTION 3 REQUIREMENTS**

Contractors and subcontractors must document their efforts to comply with Section 3 through maintenance of a "greatest extent feasible" file. It should contain memoranda, correspondence, advertisements, etc., illustrating the contractor's/subcontractors attempts to reach eligible persons and businesses. Documentation shall support attempts to comply with Section 3. Section 3 forms and documentation (including reports) shall be submitted by contractors/subcontractors as required by the Parish and HUD. No Parish or HUD Section 3 Forms/Documentation shall be submitted with the bids for this project. They shall be submitted after the bid opening by the apparent low bidder upon Parish Department request.

#### **Section 3 Part 75 Definitions**

The terms HUD, Public housing, and Public Housing Agency (PHA) are defined in 24 CFR part 5. The following definitions also apply to this part:

**1937 Act** means the United States Housing Act of 1937, 42 U.S.C. 1437 et seq.

**Contractor** means any entity entering into a contract with:

- (1) A recipient to perform work in connection with the expenditure of public housing financial assistance or for work in connection with a Section 3 project; or
- (2) A subrecipient for work in connection with a Section 3 project.

**Labor hours** means the number of paid hours worked by persons on a Section 3 project or by persons employed with funds that include public housing financial assistance.

**Low-income person** means a person as defined in Section 3(b)(2) of the 1937 Act.

**Material supply contracts** means contracts for the purchase of products and materials, including, but not limited to, lumber, drywall, wiring, concrete, pipes, toilets, sinks, carpets, and office supplies.

**Professional services** means non-construction services that require an advanced degree or professional licensing, including, but not limited to, contracts for legal services, financial consulting, accounting services, environmental assessment, architectural services, and civil engineering services.

**Public housing financial assistance** means assistance as defined in § 75.3(a)(1).

**Public housing project** is defined in 24 CFR 905.108.

**Recipient** means any entity that receives directly from HUD public housing financial assistance or housing and community development assistance that funds Section 3 projects, including, but not limited to, any State, local government, instrumentality, PHA, or other public agency, public or private nonprofit organization.

**Section 3** means Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

**Section 3 business concern** means:

(1) A business concern meeting at least one of the following criteria, documented within the last six-month period:

- (i) It is at least 51 percent owned and controlled by low- or very low-income persons;
- (ii) Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or
- (iii) It is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

(2) The status of a Section 3 business concern shall not be negatively affected by a prior arrest or conviction of its owner(s) or employees.

(3) Nothing in this part shall be construed to require the contracting or subcontracting of a Section 3 business concern. Section 3 business concerns are not exempt from meeting the specifications of the contract.

**Section 3 project** means a project defined in § 75.3(a)(2).

**Section 3 worker** means:

(1) Any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented:

- (i) The worker's income for the previous or annualized calendar year is below the income limit established by HUD.



- (ii) The worker is employed by a Section 3 business concern.
  - (iii) The worker is a YouthBuild participant.
- (2) The status of a Section 3 worker shall not be negatively affected by a prior arrest or conviction.
- (3) Nothing in this part shall be construed to require the employment of someone who meets this definition of a Section 3 worker. Section 3 workers are not exempt from meeting the qualifications of the position to be filled.

**Section 8-assisted housing** refers to housing receiving project-based rental assistance or tenant-based assistance under Section 8 of the 1937 Act.

**Service area or the neighborhood of the project** means an area within one mile of the Section 3 project or, if fewer than 5,000 people live within one mile of a Section 3 project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.

**Small PHA** means a public housing authority that manages or operates fewer than 250 public housing units.

**Subcontractor** means any entity that has a contract with a contractor to undertake a portion of the contractor's obligation to perform work in connection with the expenditure of public housing financial assistance or for a Section 3 project.

**Subrecipient** has the meaning provided in the applicable program regulations or in 2 CFR 200.93.

**Targeted Section 3 worker** has the meanings provided in §§ 75.11, 75.21, or 75.29, and does not exclude an individual that has a prior arrest or conviction.

**Very low-income person** means the definition for this term set forth in section 3(b)(2) of the 1937 Act.

**YouthBuild programs** refers to YouthBuild programs receiving assistance under the Workforce Innovation and Opportunity Act (29 U.S.C. 3226).

The prime contractor and all subcontractors on this project shall comply with Section 3 if the total bid price for the project exceeds \$200,000. This project falls under the Housing and Community Development Financial Assistance category as defined in 24 CFR Part 75.

***Demonstrating Compliance for Contractors and Subcontractors:***

**Minimum numerical Benchmark goals**

Twenty-five (25) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers;

Section 3 Worker Labor Hours/Total Labor Hours = 25%

And

Five (5) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers, as defined at § 75.21.

Targeted Section 3 Labor Hours/Total Labor Hours = 5%

**Contracting:**

Refer to requirements shown in these provisions and specifications.

**Prioritization:** Certify that they will and have followed the prioritization of effort in §75.19.

**Other Requirements:** They shall comply with all other requirements specified herein throughout these provisions and specifications.

Section 3 requirements apply to both the prime contractor and all subcontractors that conduct work on this project if the total bid price for the project exceeds \$200,000.

**Failure to Meet Goals**

Contractor/subcontractor who has not met the Section 3 goals and requirements set forth has the burden of demonstrating why it was not feasible to meet these goals. Documentation must be maintained as to the actions taken by each in order to attain the goals and requirements and any impediments encountered. This documentation will be reviewed by the Parish and HUD.

***Information on Employees***

Contractors and subcontractors must provide information on new employees. To verify compliance with Section 3 of the Housing and Urban Development Act of 1968, all contractors and subcontractors must complete a Contractor's/Subcontractor's New Employee Information Form for each new hire. This form must be submitted with the first payroll on which the new employee appears. The contractor/subcontractor must verify whether new employees are Section 3 workers or Targeted Section 3 workers and place a copy of all New Employee Information Forms in the Section 3 Compliance File.

**Complaints**

Additionally, a Section 3 complaint may be filed by an individual representing the interests of a small business, or by a Section 3 worker, alleging non-compliance with Section 3 by the Grantee, contractor, or subcontractor. The complaint must be filed within 180 days of the alleged violations with the local HUD field office. The appropriate office can be found at [www.hud.gov](http://www.hud.gov).

**JEFFERSON PARISH SECTION 3 PROGRAM REQUIREMENTS** - attached to and part of these provisions.

**RESOURCES FOR SECTION 3 COMPLIANCE** - attached to and part of these provisions.

**EXAMPLES OF SECTION 3 QUALITATIVE EFFORTS** - attached to and part of these provisions.



**Jefferson Parish Section 3  
Program Requirements**

**No Parish, State, or HUD Section 3 Forms/Documents  
shall be submitted with the bids for this project.  
They will be submitted  
after the bid opening by the apparent low bidder  
upon Parish Department request.**

### Jefferson Parish Section 3 Program Requirements

The following shows the Section 3 documents that shall be submitted and signage to be furnished and installed for this contract:

SECTION 3 COMPLIANCE FORMS	DESCRIPTION	SUBMITTAL DUE DATE
Compliance Packet Cover Sheet	Cover Sheet	<p><b>Apparent Low Bidder (General Contractor):</b> After bid opening and upon Department request.</p> <p><b>All subcontractors:</b> After selection by General Contractor and before executing contract with General Contractor.</p>
Section 3 Compliance Certification	Certifies that contractor will adhere to Section 3 requirements.	<p><b>Apparent Low Bidder (General Contractor):</b> After bid opening and upon Department request.</p> <p><b>All subcontractors:</b> After selection by General Contractor and before executing contract with General Contractor.</p>
Section 3 Action Plan, including Tables A & B	Shows the steps the contractor will implement to comply with Section 3 requirements and achieve Section 3 goals.	<p><b>Apparent Low Bidder (General Contractor):</b> After bid opening and upon Department request.</p> <p><b>All subcontractors:</b> After selection by General Contractor and before executing contract with General Contractor.</p>
Permanent Employment List	Shows all company employees; includes Certified Section 3 Worker designations. Attach Section 3 Worker Certifications.	<p><b>Apparent Low Bidder (General Contractor):</b> After bid opening and upon Department request.</p> <p><b>All subcontractors:</b> After selection by General Contractor and before executing contract with General Contractor.</p>
Debarment Clearance	Indicates the contractor is not debarred from federally funded contracts.	<p><b>Apparent Low Bidder (General Contractor):</b> After bid opening and upon Department request.</p> <p><b>All subcontractors:</b> Before selection by General Contractor.</p>
Certification of Bidder (Contractor/ Subcontractor) Regarding Section 3	To certify bidder/contractor/subcontractor has not filled positions to circumvent Section 3 requirements.	<p><b>General Contractor:</b> After contract award and before contract execution with Parish.</p> <p><b>All subcontractors:</b> After selection by General Contractor and before executing contract with General Contractor.</p>
Utilization Plan	Shows subcontractors to be used on project and if they are Section 3 Business Concerns. For subcontractors shown as Section 3 Business Concerns, their self-certification forms shall be attached to the list.	<p><b>General Contractor:</b> After contract award and before contract execution with Parish. Subsequently due every 3 months or when change to utilization – whichever comes first. Also due upon completion of work.</p> <p><b>All subcontractors:</b> After selection by General Contractor and before executing contract with General Contractor. Subsequently due every 3 months or when change to</p>



### Jefferson Parish Section 3 Program Requirements

		utilization – whichever comes first. Also due upon completion of work.
Section 3 Worker Self-Certification	To be completed for Section 3 workers	General contractor/subcontractor to submit upon certification
Section Business Concern Self-Certification	To certify that a Section 3 Business Concern Meets Section 3 requirements.	As required and/or upon certification - Submit thru G.C.
Internal Capacity	Required if there is not a need for lower-tier subs/new hires for duration of project	General Contractor and Subcontractor: Prior to start of work date
Certification of Proposed Subcontractor's Section 3 and Segregated Facilities	Certifies Section 3 compliance provisions were included in the contract between the subcontractor and general contractor and that the subcontractor prepared their Section 3 plan.	All subcontractors: After executing a contract with General Contractor and before starting work.
Start of Work Notice	Start of work.	General Contractor and All Subcontractors: Prior to start of construction
Sign	Signage shall be posted at the construction sites and must be at least 4 ft. x 4 ft. and large enough to be visible from the street. The sign must (a) identify the name of the project, (b) states the facility is a HUD Section 3 Project, and (c) includes contact information (name, telephone number, fax, & e-mail, if any).	Sign to be furnished and installed by General Contractor prior to start of construction at all facilities where work is being done under this project.
Termination of Work Notice	Shows termination of work date for subcontractor	General Contractor: No later than the Termination of Work Date
Monthly Verification of Internal Capacity Status	If contractor initially claimed to have internal capacity, it shall be confirmed monthly that nothing has changed.	General Contractor and All Subcontractors: Each to submit reports monthly by the 10 <sup>th</sup> , after start of work date.
Monthly Activity Report	Hours worked by Section 3 and non-Section workers each month. Includes percentage of benchmark goals met to date.	General Contractor and All Subcontractors: Each to submit reports monthly by the 10 <sup>th</sup> , after start of work date. <i>(Cumulative Report also due at project completion.)</i>
Section 3 New Hire /Employee /Trainee Participation Form	To be used in conjunction with monthly activity report	General Contractor and All Subcontractors: Each to submit reports monthly by the 10 <sup>th</sup> , after start of work date.
Other forms, reports, and documentation	To support compliance with Section 3.	Upon Department request

Prior to beginning work, contractors and subcontractors shall certify they will follow the required prioritization of effort for Section 3 Workers, Targeted Section 3 Workers, and Section 3 Business Concerns. After project completion on the attached summary report, contractors and subcontractors shall certify they followed the prioritization of efforts.

New Employee Information Form must be submitted with the first payroll on which the new employee appears.

Subcontractors to submit paperwork through General Contractor.

# Section 3 Compliance Packet

A 1968 Housing and Urban Development Act



Jefferson Parish Community  
Development Department

## Contractor Compliance Cover Sheet

Return with Compliance Documents

Project Name		
Name of Contractor/Subcontractor		
Services to be provided:		
Company Address:		
Tax ID Number		Contract Amount
Contact Person		
Email:		
Phone Number		Fax Number:
*Owner's Ethnicity/Racial Background:	Gender	Self-Certified Section 3 Business Concern? (if Yes, attached self- certificaton) <input type="checkbox"/> Yes <input type="checkbox"/> No

*\*HUD's ethnicity categories are: White American, Black American, Native American, Hispanic American, Asian/Pacific American, and Hasidic Jewish.*



## Contractor's Section 3 Compliance Certification

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The undersigned makes this certification with full knowledge that its contents will be used in the expenditure of funds provided by the United States Government. Under penalty of perjury I hereby state:

1. I am the \_\_\_\_\_ of \_\_\_\_\_ .  
(owner, partner, officer, representative, or agent) (Company Name)
2. My company adheres to Section 3 of the Housing and Urban Development (HUD) Act of 1968, as amended, 12 U.S.C. 1701u that is regulated by 24 CFR 75 which ensures that employment and other economic opportunities generated by this HUD funded project shall to the greatest extent feasible, & consistent with federal, state, and local laws & regulations, be directed to low and very low income persons and to business concerns which provide economic opportunities to low and very low income persons.
3. An attempt will be made to undertake outreach activities intended to encourage participation by Section 3 workers in training and employment opportunities within the metropolitan area (non-metropolitan county) in which the project is located in the priority order listed in 24 CFR 75.19.
4. My company also acknowledges and affirms the required steps stipulated in the Code of Federal Regulations 24 CFR 75 and throughout these specifications to achieve Section 3 compliance.

### Section 3 Compliance Provisions

All section 3 covered contracts and subcontracts shall include the Section 3 Compliance Provisions contained in the CDBG Compliance Provisions for Construction Contracts section of these project specifications along with the Section 3 documents incorporated into it.

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Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(owner, partner, officer, representative, or agent)

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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# **CONTRACTOR'S/SUBCONTRACTOR'S SECTION 3 ACTION PLAN, WITH TABLES A & B**



## **Section 3 Plan Format**

\_\_\_\_\_ agrees to implement the following specific affirmative action steps directed at increasing the utilization of low- and very low-income residents and Section 3 Business Concerns within the Town/City/Parish of \_\_\_\_\_.

- A. To ascertain from the locality's CDBG program official the exact boundaries of the Section 3 covered project area and where advantageous, seek the assistance of local officials in and implementing the affirmative action plan.
- B. To attempt to recruit from within the Town/City/Parish the necessary individuals to provide training and employment opportunities generated by Section 3 covered assistance to Section 3 Workers within the metropolitan area (or nonmetropolitan county) in which the project is located through: local advertising media, signs placed at the proposed site for the project, & community organizations and public or private institutions operating within or serving the project area such as Service Employment and Redevelopment (SER), Opportunities Industrialization Center (OIC), Urban League, Concentrated Employment Program, Hometown Plan, or the U.S. Employment Service, & other efforts described in 24 CFR 75 and, where feasible, providing preference for these opportunities in the priority order listed below:
  - (i). Section 3 workers residing in the service area or neighborhood of the project;
  - (ii). Participants in YouthBuild Programs.
- C. To maintain a list of all lower income residents who have applied either on their own or on referral from any source, and to employ such persons, if otherwise eligible and if a vacancy exists.
- D. To insert this Section 3 Plan, including the Section Compliance Provisions (including all attachments, in all bid documents and to require all bidders on subcontracts to submit a Section 3 Plan including utilization goals and the specific steps planned to accomplish those goals.
- E. To ensure that subcontracts, which are typically let on a negotiated rather than a bid basis, in areas other than Section 3 covered projects, are also let on a negotiated basis whenever feasible, if let in a Section 3 covered project area.
- F. To formally contact unions, subcontractors, and trade associations to secure their cooperation for this program.
- G. To notify Section 3 workers and Section 3 business concerns about economic opportunities generated by Section 3 covered assistance and to award Section 3 covered contracts, to the greatest extent feasible, to Section 3 business concerns in the following order of priority:
  - (i). Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the service area or neighborhood of the project;
  - (ii). YouthBuild Programs.
- H. To notify potential contractors about Section 3 requirements of this part and incorporating the Section 3 Compliance Provisions in all solicitations and contracts.
- I. To facilitate the training and employment of Section 3 workers and the award of contracts to Section 3 business concerns undertaking activities to reach the numerical goal established by HUD (Safe Harbor compliance).
- J. To cooperate in obtaining the compliance of contractors and subcontractors with the requirements of Section 3.



- K. To submit monthly reports or other reports as requested on the results of actions taken to provide training, jobs, and contracts to Section 3 workers and Section 3 business concerns (Safe Harbor compliance).
- L. To appoint or recruit an executive official of the company or agency as Equal Opportunity Officer to coordinate the implementation of this Section 3 Plan.
- M. To list on Table A information related to subcontracts to be awarded.
- N. To list on Table B all projected workforce needs for all phases of this project by occupation, trade, skill level, and number of positions.
- O. To document utilization of Section 3 Employees on the covered project by having existing employees, and new employees, (including those of all subcontractors) complete the Section 3 Worker Certification.
- P. To complete Section 3 Utilization and Cumulative Reports that may be requested and submit said reports to the Parish prior to final payment for the covered project. This report will list all Section 3 Employees documented on the project and will be in the format determined necessary by the Parish.
- Q. To maintain records including copies of correspondence, income verification, Section 3 Worker, Section 3 Targeted Worker, and Section 3 business concern self-certifications and verifications, memoranda, etc. which document that all of the above affirmative action steps have been taken.

As officers and representatives of \_\_\_\_\_, we the undersigned have read and fully agree to this Section 3 Plan, and become a party to the full implementation of this program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title

**TABLE A**

**PROPOSED (SUB)CONTRACTS BREAKDOWN**

(Duration of CDBG-Assisted Project)

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
Type of Contract (Business or Profession)	Total Number of Contracts	Total Approximate Labor Hours	Estimated Number of Contracts to Section 3 Eligible Business Concerns	Estimated Labor Hours to Section 3 Eligible Business Concerns

The project area is coextensive with \_\_\_\_\_ boundaries.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Project

\_\_\_\_\_  
EEO Officer Name

\_\_\_\_\_  
Project Number

\_\_\_\_\_  
EEO Officer Signature

\_\_\_\_\_  
Date

**TABLE B**

**ESTIMATED PROJECT WORKFORCE AND LABOR HOURS BREAKDOWN**

	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7	COLUMN 8	COLUMN 9
	Job Category	Total Estimated Positions	No. Positions Currently Occupied by Permanent Employees	No. Positions Not Currently Occupied	No. Positions to be Filled With Section 3 Workers	Total Estimated Labor Hours	Estimated Labor Hours to be Performed by Section 3 Workers (Goal: 25% of Column 6)	Estimated Labor Hours to be Performed by Targeted Section 3 Workers (Goal: 5% of Column 6)	Expected to Achieve Section 3 Goal? (Yes/No)
<b>Non-Construction</b>	Officers / Supervisors								
	Officers / Supervisors								
	Professionals								
	Office / Clerical								
	Service Workers								
	Others								
<b>Construction</b>	TRADE								
	Journeyman								
	Apprentices								
	Max. No. Trainees								
	Laborers								
	Other								
	TRADE								
	Journeyman								
	Apprentices								
	Max. No. Trainees								
	Laborers								
	Other								
	TRADE								
	Journeyman								
	Apprentices								
	Max. No. Trainees								
	Laborers								
	Other								
	TRADE								
	Journeyman								
	Apprentices								
	Max. No. Trainees								
	Laborers								
	Other								

\_\_\_\_\_  
Company

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
EEO Officer Name

\_\_\_\_\_  
Project Number

\_\_\_\_\_  
EEO Officer Signature

\_\_\_\_\_  
Date





Jefferson Parish Community  
Development Department

## Company Permanent Employment List (*All employees*)

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Contractor/Subcontractor: \_\_\_\_\_ Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Employee Names	Job Title	*Certified Section 3 Worker		If Section 3, Resides In Project Target Area	If Section 3, Date of Hire
		Yes	No		

*\*If indicated as Certified Section 3 Worker, attach completed Section 3 Worker Self-Certification form provided in the specifications.*

I certify the above employees are permanent employees of \_\_\_\_\_. I certify the above employees are on our regular monthly payroll and that falsifying this information is perjury and subject to legal ramifications.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Include additional sheets as needed*

## Section 3 Contractor/Subcontractor Debarment Clearance



Jefferson Parish Community  
Development Department

Date	
HUD Project No.	
Project Name	
Project Address	
Contractor/Subcontractor	
Federal ID Number	
Address/Zip Code	
Phone Number	

☐ Sole Proprietorship  
(List Sole Owner)

☐ Partnership  
(List All Partners)

☐ Corporation  
(Name All Principles and Titles)


Complete the following clearances, print the results, attach and return with above form:

- ☐ [www.sam.gov](http://www.sam.gov)  
☐ [https://www5.hud.gov/ecpcis/main/ECPCIS\\_List.jsp](https://www5.hud.gov/ecpcis/main/ECPCIS_List.jsp)

Approved: \_\_\_\_\_

**SECTION 3 CERTIFICATION OF SELECTED  
BIDDER (CONTRACTOR/SUBCONTRACTOR)**



\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Project Name and Number

The undersigned hereby certifies that:

**(SELECT I OR II)**

- I. A. The positions listed under part B that have been filled by

\_\_\_\_\_ (Name of Contractor) since being notified of  
contract selection on \_\_\_\_\_ (Date) were not filled to circumvent  
the contractor's obligations to provide employment opportunities, including  
training positions, for Section 3 workers, as required by Section 3 of the  
Housing and Urban Development Act of 1968 and the implementing  
regulations, 24 CFR Part 75.

- B. Employment Positions filled since \_\_\_\_\_ . (Date of selection)

_____	_____
_____	_____
_____	_____
_____	_____

**OR**

- II. No employment positions have been filled since \_\_\_\_\_. (Date of selection)

\_\_\_\_\_  
Name & Title of Signatory (Print or Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTICE: This Certification must be made BEFORE contract execution (24 CFR Part 75).**



### Section 3 Utilization Plan

A Utilization Plan is required by all contractors/subcontractors. Submit an Initial Utilization at contract award and then once every three months or when there is a change to utilization, whichever comes first.

**Prime Contractor & Subcontractors** - The Section 3 benchmark goals are applicable to all contractors or lower-tier subcontractors.

1. Date Submitted:				2. Project Name:			
3. Sub/Contractor Name:				4. Contact Person, Phone Number, & email:			
Name of Subcontractor	Section 3 Certified?			Trade/Services Provided or Supply	Contract Amount	Date Awarded	Address & Phone
	Yes	No	TBD				
<b>Construction</b>							
<b>Professional Services</b>							

**SECTION 3 WORKER AND TARGETED  
SECTION 3 WORKER SELF-CERTIFICATION**



The purpose of HUD's Section 3 program is to provide employment, training and contracting opportunities to low-income individuals, particularly those who are recipients of government assistance for housing or other public assistance programs. **Your response is voluntary, confidential, and has no effect on your employment.**

**Eligibility for Section 3 Worker or Targeted Section 3 Worker Status**

A Section 3 worker seeking certification shall self-certify and submit this form to the recipient contractor or subcontractor, that the person is a Section 3 worker or Targeted Section 3 Worker as defined in 24 CFR 75.21

**Instructions:** Enter/select the appropriate information to confirm your Section 3 worker or Targeted Section 3 Worker status.

**Employee Name:** \_\_\_\_\_

1. Are you a resident of Jefferson Parish? ☐ YES ☐ NO
2. In the field below, select the amount of individual income you believe you earn on an annual basis.  

<input type="checkbox"/> Less than \$10,000	<input type="checkbox"/> \$30,001 - \$40,000	<input type="checkbox"/> More than \$60,000
<input type="checkbox"/> \$10,001 - \$20,000	<input type="checkbox"/> \$40,001 - \$50,000	
<input type="checkbox"/> \$20,001 - \$30,000	<input type="checkbox"/> \$50,001 - \$60,000	
3. Are you a YouthBuild Participant? (Currently or at the time of hire if within the past 5 years) ☐ YES ☐ NO

You may also qualify as a Section 3 worker by having your employer certify that you are employed by a Section 3 Business concern.

**Select from *ONE* of the following two options below:**

I qualify as a:

- ☐ Section 3 Worker (as defined on page 3 of Section 3 Worker Certification Form)
- ☐ Targeted Section 3 Worker (as defined on page 3 of Section 3 Worker Certification Form)

*In accordance with 24 CFR 75.5, a prior arrest or conviction cannot negatively affect the status of a Section 3 worker or a Targeted Section 3 worker.*

**(frontside)**

## Employee Affirmation

I affirm that the above statements (on frontside of this form) are true, complete, and correct to the best of my knowledge and belief. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Employee Address: \_\_\_\_\_

Employee Phone Number: \_\_\_\_\_

Employee Email: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date Hired: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR ADMINISTRATIVE USE ONLY

Is the employee a Section 3 worker based upon their self-certification? ☐ YES ☐ NO

Is the employee a Section 3 worker based upon their employment with a Section 3 Business Concern? ☐ YES ☐ NO

Is the employee a Targeted Section 3 worker based upon their self-certification? ☐ YES ☐ NO

Was this an applicant who was hired as a result of the Section 3 project? ☐ YES ☐ NO

If Yes, what is the name of the company? \_\_\_\_\_

What was the date of hire? \_\_\_\_\_

**EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE  
FILE FOR FIVE YEARS.**

*(backside)*



**The Jefferson Parish Community Development Department**  
**Section 3 Income Limits**

**Eligibility Guidelines**

The worker's income must be at or below the amount provided below for an individual (household of 1) regardless of actual household size.

**Individual Income Limits**

<b>FY 2022 Income Limit Area</b>	<b>Income Limits Category</b>	<b>FY 2022 Income Limits</b>
Jefferson Parish	Extremely Low Income Limits (30%)	\$16,450
	Very Low Income Limits (50%)	\$27,450
	Low Income Limits (80%)	\$43,900

See <https://www.huduser.gov/portal/datasets/il.html> for most recent income limits

**Section 3 Worker Definition:**

- A low or very low-income resident (the worker's income for the previous or annualized calendar year is below the income limit established by HUD); or
- Employed by a Section 3 business concern; or
- A YouthBuild participant.

**Targeted Section 3 Worker Definition:**

- Employed by a Section 3 business concern; or
- Currently meets or when hired met at least one of the following categories as documented within the past five years<sup>1</sup>:
  - Living within the service area or the neighborhood of the project, as defined in 24 CFR 75.5 (If fewer than 5,000 people live within one mile of a Section 3 project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.); or
  - A YouthBuild participant.

<sup>1</sup> The five-year period for a worker cannot be before November 30, 2020. Therefore, Section 3 workers hired before November 30, 2020 may be certified for a five-year period beginning November 30, 2020.

## Section 3 Business Concern Certification for Contracting



**Instructions:** Enter the following information and select the criteria that applies to certify your business' Section 3 Business Concern status.

### Business Information

Name of Business \_\_\_\_\_

Address of Business \_\_\_\_\_

Name of Business Owner \_\_\_\_\_

Phone Number of Business Owner \_\_\_\_\_

Email Address of Business Owner \_\_\_\_\_

### Preferred Contact Information

☐ Same as above

Name of Preferred Contact \_\_\_\_\_

Phone Number of Preferred Contact \_\_\_\_\_

### Type of Business (select from the following options):

☐ Corporation

☐ Partnership

☐ Sole Proprietorship

☐ Joint Venture

### Select from **ONE** of the following three options below that applies:

☐ At least 51 percent of the business is owned and controlled by low- or very low-income persons (Refer to income guidelines on page 3).

☐ At least 51 percent of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

☐ Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers (Refer to definition on page 3).

*In accordance with 24 CFR 75.5, the status of a Section 3 business concern shall not be negatively affected by a prior arrest or conviction of its owner(s) or employees.*

(frontside)

### **Business Concern Affirmation**

I affirm that the above statements (on the frontside of this form) are true, complete, and correct to the best of my knowledge and belief. I understand that businesses who misrepresent themselves as Section 3 business concerns and report false information to [insert name of recipient/grantee] may have their contracts terminated as default and be barred from ongoing and future considerations for contracting opportunities. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Certification expires within six months of the date of signature

Information regarding Section 3 Business Concerns can be found at [24 CFR 75.5](#)

#### **FOR ADMINISTRATIVE USE ONLY**

Is the business a Section 3 business concern based upon their certification?

☐ YES      ☐ NO

**EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS.**

(backside)



**The Jefferson Parish Community Development Department  
Section 3 Income Limits**

**Eligibility Guidelines**

The worker's income must be at or below the amount provided below for an individual (household of 1) regardless of actual household size.

**Individual Income Limits**

<b>FY 2022 Income Limit</b>	<b>Income Limits Category</b>	<b>FY 2022 Income Limits</b>
<b>Area</b>  Jefferson Parish	Extremely Low Income Limits (30%)	\$16,450
	Very Low Income Limits (50%)	\$27,450
	Low Income Limits (80%)	\$43,900

See <https://www.huduser.gov/portal/datasets/il.html> for most recent income limits.

Section 3 Worker Definition:

- A low or very low-income resident (the worker's income for the previous or annualized calendar year is below the income limit established by HUD); or
- Employed by a Section 3 business concern; or
- A YouthBuild participant.

Targeted Section 3 Worker Definition:

- Employed by a Section 3 business concern or
- Currently meets or when hired met at least one of the following categories as documented within the past five years<sup>1</sup>:
  - Living within the service area or the neighborhood of the project, as defined in 24 CFR 75.5 (If fewer than 5,000 people live within one mile of a Section 3 project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.); or
  - A YouthBuild participant.

*1 The five-year period for a worker cannot begin before November 30, 2020. Therefore, Section 3 workers hired before November 30, 2020 may be certified for a five-year period beginning November 30, 2020.*

## Section 3 Internal Capacity Form



***\*To be submitted ONLY if Contractor/subcontractor does not have a need for lower-tier subs or new hires for the duration of the project.***

### **Affidavit:**

The undersigned makes this affidavit with full knowledge of the content described in the Section 3 Program regulations at 24 CFR Part 75. Each recipient of Section 3 covered financial assistance, and its contractors or subcontractors are required to comply with the requirements of Section 3.

This affidavit is to document the contractor has sufficient internal capacity to execute the entire scope of work awarded without the need to subcontract and to acknowledge by the undersigned if subcontracts are required, they may be subject to additional requirements under the Section 3 program.

Under penalty of perjury I hereby state:

I, \_\_\_\_\_ am the \_\_\_\_\_ of \_\_\_\_\_,  
(Print Name) (Owner, partner, officer, representative, agent) (Company Name)

which has executed a contract with \_\_\_\_\_ to perform \_\_\_\_\_  
(Other Contract Party) (Description of Work)

\_\_\_\_\_ on the project known as \_\_\_\_\_, and  
(Description of Work - continued) (Name of Project)

represent that the contract covered by this affidavit has met the conditions, including those described above and hereby

authorize and request any person, firm or corporation to furnish any information requested by the Jefferson Parish

Department of Community Development in verification of the recitals comprising this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Title

## **Certification of Proposed Subcontractor Regarding Section 3 and Segregated Facilities**

---



\_\_\_\_\_  
Name of Subcontractor

\_\_\_\_\_  
Project Name and Number

The undersigned hereby certifies that:

- (a) Section 3 provisions are included in the Contract, and
- (b) A written Section 3 Action Plan was prepared and submitted as part of the bid proceedings, and
- (c) Tables A and B were prepared and submitted as part of the bid proceedings, and
- (d) No segregated facilities will be maintained as required by Title VI of the Civil Rights Act of 1964.

\_\_\_\_\_  
Name & Title of Signer (Print or Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





Jefferson Parish Community  
Development Department

## Section 3 Start of Work Notice

---

### Contractor Information

Project Name	
Project Address	
Sub/Contractor Name	
Sub/Contractor Address	
Start of Work Date	

### Contractor Authorization

Name of Authorized Officer	
Signature	
Title	

---

Please submit Start of Work Notice for each contractor/subcontractor prior to the start of construction via mail or email:

JPCDD  
1221 Elmwood Park Blvd., Suite 605  
Jefferson, LA 70123

Email:

---

## Signage Template

---



### Jefferson Parish Community Development Department

Housing and Community Development Department in  
partnership with the U.S. Department of Housing and  
Urban Development, and [Project Name]

---

**Acknowledge that the Construction of this  
project is subject to the Section 3 Program of the U.S.  
Department of Housing and Urban Development.  
This program is designed to generate various  
Employment and Contracting Opportunities.**

**Please inquire within:**

**Contractor name:** \_\_\_\_\_

**Contractor contact number:** \_\_\_\_\_

*NOTE: Section 3 signage shall be posted at the construction sites at all the facilities specified for this project. Signage must be at least 4 ft. x 4 ft. and large enough to be visible from the street. The sign must (a) identify the name of the project, (b) states the facility is a HUD Section 3 Project, and (c) includes contact information (name, telephone number, fax, & e-mail, if any).*

## Section 3 Termination of Work Notice

---

### Contractor Information

Project Name	
Project Address	
Sub/Contractor Name	
Sub/Contractor Address	
Termination of Work Date	

### Contractor Authorization

Name of Authorized Officer	
Signature	
Title	

---

Please submit Termination of Work Notice for each contractor/subcontractor at the termination of construction via mail or email:

JPCDD  
1221 Elmwood Park Blvd., Suite 605  
Jefferson, LA 70123

Email:

---





Jefferson Parish Community  
Development Department

## Monthly Verification of Internal Capacity Status

This form is to be completed and submitted by the 10<sup>th</sup> of each month by every (Sub)Contractor claiming Internal Capacity, for the duration of their contract. Always report for the previous month; for example, when the form is due on July 10th, you will be reporting the activity of June.

Reporting Month:	Project Name
Subcontractor	Contracted With

By signing below, I hereby verify that my company has remained in the qualifying Internal Capacity parameters stated below:

- No Lower-Tier Subcontracts have been awarded, and/or
- No New Hires (employees placed on payroll) have been hired to work specifically on the above named project.

By signing below, I also verify that I understand that in the event my company has the need for lower-tier subcontracts and/or new hires, I will immediately alert the General Contractor and will follow the below Section 3 Procurement Processes. I also understand that my company can no longer claim Internal Capacity and will be required to comply with all additional Section 3 requirements that are now applicable.

**Section 3 Goals:** The benchmark for Section 3 workers is set at 25 percent or more of the total number of labor hours worked by all workers on a Section 3 project. The benchmark for Targeted Section 3 workers is set at 5 percent or more of the total number of labor hours worked by all workers on a Section 3 project. (Note: the 5 percent Targeted worker hours are included in the 25 percent threshold.)

Print Name

Title/Company

Signature

Date

## Section 3 Monthly Activity Report

Contractor/Subcontractor Name:				Project Name:						
Contact:				Reporting Month and Year:						
Phone/Email:				Date of Submission:						
Address:										
EMPLOYMENT										
A  JOB CATEGORY	B # OF NEW HIRES			C # OF LABOR HOURS WORKED (EMPLOYEES)						PERCENTAGE OF SECTION 3 BENCHMARK GOALS MET TO-DATE
	During Reporting Month		Total New Hires To- Date	During Reporting Month			Total Labor Hours Worked To-Date			
	Certified Section 3 New Hires	Non-Section 3 New Hires		By Section 3 Workers	By Targeted Section 3 Workers	By Non- Section 3 Workers	By ALL Section 3 Workers	By Targeted Section 3 Workers	By Non- Section 3 Workers	
Professional										
Technician										
Office/Clerical										
Trade:										
Trade:										
Trade:										
Trade:										
Trade:										
Trade:										
Trade:										
TOTAL										

\*Include individuals on the Section 3 New Hire/Employee/Trainee Participation Form. Regardless of if information was previously reported, all Section 3 individuals who've worked/trained during reporting month must be included.

NOTES: 1. New Section 3 Trainees shall NOT be included in the New Hire numbers.  
 2. The count of Targeted Section 3 worker labor hours is included in the count of ALL Section 3 worker labor hours.  
 3. A report for each contractor/subcontractor must be submitted by the 10th of each month with numbers from the previous month. For example, by October 10th, the numbers for September will be submitted.  
 4. A report for each contractor/subcontractor must be submitted by the 10th of each month with numbers from the previous month. For example, by October 10th, the numbers for September will be submitted.  
 5. Subcontractors submit to General Contractor BEFORE the 10th of the month and then the General Contractor will submit to Section 3 BY 10th.  
 6. Complete and attach best efforts made to-date to meet benchmark goals.

## Section 3 New Hire/ Employee/ Trainee Participation Form



To be used in conjunction with the Section 3 Monthly Activity Report

Contractor Name:					Reporting Month/Year:				
A. First Name	B. Last Name	C. Racial/ Ethnic Code	D. Hire Date	E. Hourly Rate	F. Section 3 Status	G. Trade Work	H. Hours Worked	I. Hours Trained	J. Payroll Classification

### Form Instructions

- Racial/ethnic code: 1 – White American, 2 – Black American, 3 – Native American, 4 – Hispanic American, 5 – Asian Pacific American, 6 – Hasidic
- Hire date of Section 3 Resident
- Hourly rate of Section 3 Resident
- Indicate Section 3 status by entering either: New Hire, Employee or Trainee
- Trade work performed by Section Resident
- Hours worked during reporting month by Section 3 New Hire or Section 3 Employee
- Hours trained during reporting month by Section 3 Trainee
- Indicate payroll classification: Full Time, Part Time, FT - Temporary, PT- Temporary, FT-Seasonal, PT-Seasonal, Internship



## Section 3 Summary Labor Report

(To be completed by General Contractor and Subcontractors)



### Section 3 Labor Hour Calculations

Based on your entries in Table B of the Section Action Plan, please calculate the following labor hour standards for the \_\_\_\_\_ project:

Labor Hour Calculations			
Labor Hour Standard	Ratio Formula	%	2021 HUD Benchmark Minimums
Section 3 Workers	Section 3 Worker's Labor Hours / Total Labor Hours		25%
Targeted Section 3 Workers	Targeted Section 3 Worker's Labor Hours / Total Labor Hours		5%

### Prioritization of Employment and Training, and Contracting

#### Employment and training

\_\_\_\_\_ I certify that to the greatest extent feasible, and consistent with existing Federal, state, and other local laws and regulations, that we have ensured that employment and training opportunities arising in connection with this Section 3 project are provided to Section 3 workers within the metropolitan area (or nonmetropolitan county) in which the project is located.

\_\_\_\_\_ I certify that where feasible, priority for opportunities and training described in the above paragraph were given to:

- Section 3 workers residing within the service area or the neighborhood of the project, and
- Participants in YouthBuild programs.

#### Contracting

\_\_\_\_\_ I certify that to the greatest extent feasible, and consistent with existing Federal, state, and other local laws and regulations, that we have ensured that contracts for work awarded in connection with this Section 3 project were provided to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the project is located.

\_\_\_\_\_ I certify that where feasible, priority for contracting opportunities described in the above paragraph were given to:

- Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the service area or the neighborhood of the project, and
- YouthBuild programs.

If both of your labor hour percentage calculations for Section 3 Workers and Targeted Section 3 Workers are below the respective 2021 HUD Section 3 Benchmarks and you have met all of the prioritization of employment and training, and contracting requirements, please sign the certification below for the information entered above and complete Section 2 of this form below.

If both of your labor calculation percentages for Section 3 Workers and Targeted Section 3 Workers meet or exceed the 2021 HUD Benchmark minimums, please sign the certification below:

Under the penalty of perjury, I certify that the above information is true and correct.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SECTION 2**

Please indicate which qualitative Section 3 compliance activities that you or your subcontractors have performed (list, describe, and provide date)(attach additional pages as needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach documentation that supports the performance of the specified measures, and sign the certification below:

Under the penalty of perjury, I certify that the above information is true and correct.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Contractor's/Subcontractor's New Employee Information Form**

One *New Employee Information Form* is to be completed by the employer for each new employee hired for work on this project during the construction phase of the project.

This is a required form and should accompany the first payroll on which the name of the newly hired employee appears.

- 
1. Name of Grant Recipient \_\_\_\_\_
  2. DR-CDBG CEA Number \_\_\_\_\_
  3. Name of Employer \_\_\_\_\_
  4. Name of New Employee \_\_\_\_\_
  5. Street Address or P. O. Box # \_\_\_\_\_
  6. City and Zip Code \_\_\_\_\_
  7. Date of Hire of New Employee \_\_\_\_\_
- 

8. Is the new employee eligible for Section 3 worker or Targeted Section 3 worker status?(Refer to the attached *Section 3 Worker and Targeted Section 3 Worker Self-Certification form for eligibility requirements.*) \_\_\_\_\_ Yes \_\_\_\_\_ No

If the answer to question 8 is "Yes", attach a completed Section 3 Worker and Targeted Section 3 Worker Self Certification form.

---

\_\_\_\_\_  
(Print Name and Title)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature)



**SECTION 3 WORKER AND TARGETED  
SECTION 3 WORKER SELF-CERTIFICATION**



The purpose of HUD's Section 3 program is to provide employment, training and contracting opportunities to low-income individuals, particularly those who are recipients of government assistance for housing or other public assistance programs. **Your response is voluntary, confidential, and has no effect on your employment.**

**Eligibility for Section 3 Worker or Targeted Section 3 Worker Status**

A Section 3 worker seeking certification shall self-certify and submit this form to the recipient contractor or subcontractor, that the person is a Section 3 worker or Targeted Section 3 Worker as defined in 24 CFR 75.21

**Instructions:** Enter/select the appropriate information to confirm your Section 3 worker or Targeted Section 3 Worker status.

**Employee Name:** \_\_\_\_\_

1. Are you a resident of Jefferson Parish? ☐ YES ☐ NO
2. In the field below, select the amount of individual income you believe you earn on an annual basis.  

<input type="checkbox"/> Less than \$10,000	<input type="checkbox"/> \$30,001 - \$40,000	<input type="checkbox"/> More than \$60,000
<input type="checkbox"/> \$10,001 - \$20,000	<input type="checkbox"/> \$40,001 - \$50,000	
<input type="checkbox"/> \$20,001 - \$30,000	<input type="checkbox"/> \$50,001 - \$60,000	
3. Are you a YouthBuild Participant? (Currently or at the time of hire if within the past 5 years) ☐ YES ☐ NO

You may also qualify as a Section 3 worker by having your employer certify that you are employed by a Section 3 Business concern.

**Select from *ONE* of the following two options below:**

I qualify as a:

- ☐ Section 3 Worker (as defined on page 3 of Section 3 Worker Certification Form)
- ☐ Targeted Section 3 Worker (as defined on page 3 of Section 3 Worker Certification Form)

*In accordance with 24 CFR 75.5, a prior arrest or conviction cannot negatively affect the status of a Section 3 worker or a Targeted Section 3 worker.*

**(frontside)**

## Employee Affirmation

I affirm that the above statements (on frontside of this form) are true, complete, and correct to the best of my knowledge and belief. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Employee Address: \_\_\_\_\_

Employee Phone Number: \_\_\_\_\_

Employee Email: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date Hired: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR ADMINISTRATIVE USE ONLY

Is the employee a Section 3 worker based upon their self-certification? ☐ YES ☐ NO

Is the employee a Section 3 worker based upon their employment with a Section 3 Business Concern? ☐ YES ☐ NO

Is the employee a Targeted Section 3 worker based upon their self-certification? ☐ YES ☐ NO

Was this an applicant who was hired as a result of the Section 3 project? ☐ YES ☐ NO

If Yes, what is the name of the company? \_\_\_\_\_

What was the date of hire? \_\_\_\_\_

**EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE  
FILE FOR FIVE YEARS.**

*(backside)*

**The Jefferson Parish Community Development Department**  
**Section 3 Income Limits**

**Eligibility Guidelines**

The worker's income must be at or below the amount provided below for an individual (household of 1) regardless of actual household size.

**Individual Income Limits**

<b>FY 2022 Income Limit Area</b>	<b>Income Limits Category</b>	<b>FY 2022 Income Limits</b>
Jefferson Parish	Extremely Low Income Limits (30%)	\$16,450
	Very Low Income Limits (50%)	\$27,450
	Low Income Limits (80%)	\$43,900

See <https://www.huduser.gov/portal/datasets/il.html> for most recent income limits

**Section 3 Worker Definition:**

- A low or very low-income resident (the worker's income for the previous or annualized calendar year is below the income limit established by HUD); or
- Employed by a Section 3 business concern; or
- A YouthBuild participant.

**Targeted Section 3 Worker Definition:**

- Employed by a Section 3 business concern; or
- Currently meets or when hired met at least one of the following categories as documented within the past five years<sup>1</sup>:
  - Living within the service area or the neighborhood of the project, as defined in 24 CFR 75.5 (*If fewer than 5,000 people live within one mile of a Section 3 project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.*); or
  - A YouthBuild participant.

<sup>1</sup> The five-year period for a worker cannot be before November 30, 2020. Therefore, Section 3 workers hired before November 30, 2020 may be certified for a five-year period beginning November 30, 2020.



## RESOURCES FOR SECTION 3 COMPLIANCE

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- Link to 24 CFR 75 Regulations:  
<https://www.ecfr.gov/current/title-24/subtitle-A/part-75>
- Link to HUD Section 3 Opportunity Portal (intended to help HUD Section 3 businesses meet their Section 3 obligations for employment and contracting):  
<https://hudapps.hud.gov/OpportunityPortal/>
- Link to HUD Section 3 Guidebook:  
[https://www.hudexchange.info/programs/section-3/section-3-guidebook/welcome/?utm\\_source=HUD+Exchange+Mailing+List&utm\\_campaign=7f58f7bb2a-SECTION\\_3\\_GUIDEBOOK\\_NOW\\_AVAILABLE\\_2022%2F2%2F1&utm\\_medium=email&utm\\_term=0\\_f32b935a5f-7f58f7bb2a-19455605](https://www.hudexchange.info/programs/section-3/section-3-guidebook/welcome/?utm_source=HUD+Exchange+Mailing+List&utm_campaign=7f58f7bb2a-SECTION_3_GUIDEBOOK_NOW_AVAILABLE_2022%2F2%2F1&utm_medium=email&utm_term=0_f32b935a5f-7f58f7bb2a-19455605)
- Link to HUD Section 3 FAQs:  
<https://www.hud.gov/sites/documents/11SECFAQS.PDF>
- Link to HUD Exchange Section 3 Program:  
<https://www.hudexchange.info/programs/section-3/>
- Link to HUD Section 3 Economic Opportunities:  
<https://www.hud.gov/Section3>
- Link to HUD Notice CPD-21-09 Issued August 24, 2021:  
<https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-09cpdn.pdf>
- Link to Jefferson Parish  
<https://www.jeffparish.net/>

## **EXAMPLES OF SECTION 3 QUALITATIVE EFFORTS**

Examples of qualitative efforts include, but are not limited to, the following:

- **Employment and Training**
  - Provide Technical Assistance (TA) or refer Section 3 Workers to services supporting work readiness and retention and to help Section 3 Workers compete for jobs (e.g., resume assistance, coaching) or providing or connecting Section 3 Workers assistance in seeking employment, including: drafting resumes, preparing for interviews, and finding job opportunities connecting residents to job placement services.
  - Provide or connect workers with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation, assistance with childcare.
  - Hold one or more job fairs or sponsor a job informational meeting in the Service Area / Neighborhood of the Project.
  - Arrange assistance in conducting job interviews and completing job applications for residents/workers of the service area where the project is located. Arrange for a location in the service area of the project where job applications may be collected.
  - YouthBuild Programs/One-Stop Outreach – Engage in outreach or referrals with local YouthBuild programs, Louisiana Workforce Commission, or other community organizations to assist with training and recruiting Section 3 and Targeted Section 3 workers.
  - Recruit - Consult with state and local agencies administering probation and parole agencies, unemployment compensation programs, etc., to assist with recruiting Section 3 workers for employment. Use local workforce offices to hire new employees specifying Section 3 preference.
  - Provide information/handouts about Section 3 training opportunities to potential Section 3 workers and Targeted Section 3 workers
  - Conduct an annual training for Section 3 workers and Section 3 businesses
  - Include the Section 3 Worker and Targeted Section 3 Worker Self-Certification Form in all job postings.

- Work with the Parish Section 3 Coordinator to connect Section 3 workers and Targeted Section 3 workers with opportunities and/or utilize the HUD Section 3 Opportunity Portal link to find qualified candidates
- Contact local community organizations and resident organizations and provide them with job postings for Section 3 eligible applicants. Request assistance in notifying residents of the employment positions to be filled.
- Coordinate a programmatic ad campaign, which results in widespread job posting across diverse ad networks such as:
  - Advertise job opportunities via social media, including LinkedIn and Facebook;
  - Advertise job opportunities via flyer distributions and mass mailings and posting ad in common areas of housing developments and all public housing management offices
  - Contact resident councils, resident management corporations, and neighborhood community organizations to request their assistance in notifying residents of available training and employment opportunities
- Provide on-the job training or apprenticeship opportunities
- Provide indirect training, such as arranging for, contracting for, or paying tuition for, off-site training.
- Provide technical training such as arranging for, contracting for, or paying tuition for, off-site training.
- Provide assistance to apply for or attend community college, a four-year educational institution, or vocational/technical training.
- Provide or connect residents with training on computer use or online technologies.
- Assist residents to obtain financial literacy training and/or coaching.
- Business Concern Outreach
  - Engage in outreach efforts to identify and secure bids from Section 3 businesses by advertising notices of contracting opportunities and related information on the HUD Opportunity Portal and trade association papers and local media such as television, newspapers, minority owned publications, radio, and websites, and by

posting notices concerning the work to be contracted in common areas of housing developments.

- To facilitate the participation of Section 3 Business Concerns, advise subcontractors of the upcoming contracting opportunities, arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways.
- Promote use of the HUD Opportunity Portal or other business registries designed to create opportunities for disadvantaged and small businesses.
- Provide workshops on contracting procedures and specific contract opportunities in a timely manner so that Section 3 business concerns can take advantage of upcoming contracting opportunities.
- Provide technical assistance to help Section 3 business concerns understand and bid on contracts.
- Advise Section 3 business concerns as to where they may seek assistance to overcome limitations and barriers such as inability to obtain bonding, lines of credit, financing, or insurance.
- Provide bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
- Split or divide contracts into smaller jobs to facilitate participation by Section 3 business concerns.
- In determining the responsibility of potential contractors, consider their past records of Section 3 compliance and their current plans for the pending contract.
- Utilize minority contractors' associations and community organizations to assist in identifying Section 3 businesses who may be potential bidders.
- Follow-up with Section 3 business concerns by personal contact to provide additional information.



**Jefferson Parish Section 3  
Program Requirements**

**No Parish, State, or HUD Section 3 Forms/Documents  
shall be submitted with the bids for this project.  
They will be submitted  
after the bid opening by the apparent low bidder  
upon Parish Department request.**

### Jefferson Parish Section 3 Program Requirements

The following shows the Section 3 documents that shall be submitted and signage to be furnished and installed for this contract:

SECTION 3 COMPLIANCE FORMS	DESCRIPTION	SUBMITTAL DUE DATE
Compliance Packet Cover Sheet	Cover Sheet	<p>Apparent Low Bidder (General Contractor): After bid opening and upon Department request.</p> <p>All subcontractors: After selection by General Contractor and before executing contract with General Contractor.</p>
Section 3 Compliance Certification	Certifies that contractor will adhere to Section 3 requirements.	<p>Apparent Low Bidder (General Contractor): After bid opening and upon Department request.</p> <p>All subcontractors: After selection by General Contractor and before executing contract with General Contractor.</p>
Section 3 Action Plan, including Tables A & B	Shows the steps the contractor will implement to comply with Section 3 requirements and achieve Section 3 goals.	<p>Apparent Low Bidder (General Contractor): After bid opening and upon Department request.</p> <p>All subcontractors: After selection by General Contractor and before executing contract with General Contractor.</p>
Permanent Employment List	Shows all company employees; includes Certified Section 3 Worker designations. Attach Section 3 Worker Certifications.	<p>Apparent Low Bidder (General Contractor): After bid opening and upon Department request.</p> <p>All subcontractors: After selection by General Contractor and before executing contract with General Contractor.</p>
Debarment Clearance	Indicates the contractor is not debarred from federally funded contracts.	<p>Apparent Low Bidder (General Contractor): After bid opening and upon Department request.</p> <p>All subcontractors: Before selection by General Contractor.</p>
Certification of Bidder (Contractor/ Subcontractor) Regarding Section 3	To certify bidder/contractor/subcontractor has not filled positions to circumvent Section 3 requirements.	<p>General Contractor: After contract award and before contract execution with Parish.</p> <p>All subcontractors: After selection by General Contractor and before executing contract with General Contractor.</p>
Utilization Plan	Shows subcontractors to be used on project and if they are Section 3 Business Concerns. For subcontractors shown as Section 3 Business Concerns, their self-certification forms shall be attached to the list.	<p>General Contractor: After contract award and before contract execution with Parish. Subsequently due every 3 months or when change to utilization – whichever comes first. Also due upon completion of work.</p> <p>All subcontractors: After selection by General Contractor and before executing contract with General Contractor. Subsequently due every 3 months or when change to</p>

### Jefferson Parish Section 3 Program Requirements

		utilization – whichever comes first. Also due upon completion of work.
Section 3 Worker Self-Certification	To be completed for Section 3 workers	General contractor/subcontractor to submit upon certification
Section Business Concern Self-Certification	To certify that a Section 3 Business Concern Meets Section 3 requirements.	As required and/or upon certification - Submit thru G.C.
Internal Capacity	Required if there is not a need for lower-tier subs/new hires for duration of project	General Contractor and Subcontractor: Prior to start of work date
Certification of Proposed Subcontractor's Section 3 and Segregated Facilities	Certifies Section 3 compliance provisions were included in the contract between the subcontractor and general contractor and that the subcontractor prepared their Section 3 plan.	All subcontractors: After executing a contract with General Contractor and before starting work.
Start of Work Notice	Start of work.	General Contractor and All Subcontractors: Prior to start of construction
Sign	Signage shall be posted at the construction sites and must be at least 4 ft. x 4 ft. and large enough to be visible from the street. The sign must (a) identify the name of the project, (b) states the facility is a HUD Section 3 Project, and (c) includes contact information (name, telephone number, fax, & e-mail, if any).	Sign to be furnished and installed by General Contractor prior to start of construction at all facilities where work is being done under this project.
Termination of Work Notice	Shows termination of work date for subcontractor	General Contractor: No later than the Termination of Work Date
Monthly Verification of Internal Capacity Status	If contractor initially claimed to have internal capacity, it shall be confirmed monthly that nothing has changed.	General Contractor and All Subcontractors: Each to submit reports monthly by the 10 <sup>th</sup> , after start of work date.
Monthly Activity Report	Hours worked by Section 3 and non-Section workers each month. Includes percentage of benchmark goals met to date.	General Contractor and All Subcontractors: Each to submit reports monthly by the 10 <sup>th</sup> , after start of work date. <i>(Cumulative Report also due at project completion.)</i>
Section 3 New Hire /Employee /Trainee Participation Form	To be used in conjunction with monthly activity report	General Contractor and All Subcontractors: Each to submit reports monthly by the 10 <sup>th</sup> , after start of work date.
Other forms, reports, and documentation	To support compliance with Section 3.	Upon Department request

Prior to beginning work, contractors and subcontractors shall certify they will follow the required prioritization of effort for Section 3 Workers, Targeted Section 3 Workers, and Section 3 Business Concerns. After project completion on the attached summary report, contractors and subcontractors shall certify they followed the prioritization of efforts.

New Employee Information Form must be submitted with the first payroll on which the new employee appears.

Subcontractors to submit paperwork through General Contractor.

# Section 3 Compliance Packet

A 1968 Housing and Urban Development Act



Jefferson Parish Community  
Development Department

## Contractor Compliance Cover Sheet

Return with Compliance Documents

Project Name		
Name of Contractor/Subcontractor		
Services to be provided:		
Company Address:		
Tax ID Number		Contract Amount
Contact Person		
Email:		
Phone Number		Fax Number:
*Owner's Ethnicity/Racial Background:	Gender	Self-Certified Section 3 Business Concern? (if Yes, attached self- certificaton) <input type="checkbox"/> Yes <input type="checkbox"/> No

*\*HUD's ethnicity categories are: White American, Black American, Native American, Hispanic American, Asian/Pacific American, and Hasidic Jewish.*



## Contractor's Section 3 Compliance Certification

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The undersigned makes this certification with full knowledge that its contents will be used in the expenditure of funds provided by the United States Government. Under penalty of perjury I hereby state:

1. I am the \_\_\_\_\_ of \_\_\_\_\_ .  
*(owner, partner, officer, representative, or agent)* *(Company Name)*
2. My company adheres to Section 3 of the Housing and Urban Development (HUD) Act of 1968, as amended, 12 U.S.C. 1701u that is regulated by 24 CFR 75 which ensures that employment and other economic opportunities generated by this HUD funded project shall to the greatest extent feasible, & consistent with federal, state, and local laws & regulations, be directed to low and very low income persons and to business concerns which provide economic opportunities to low and very low income persons.
3. An attempt will be made to undertake outreach activities intended to encourage participation by Section 3 workers in training and employment opportunities within the metropolitan area (non-metropolitan county) in which the project is located in the priority order listed in 24 CFR 75.19.
4. My company also acknowledges and affirms the required steps stipulated in the Code of Federal Regulations 24 CFR 75 and throughout these specifications to achieve Section 3 compliance.

### Section 3 Compliance Provisions

All section 3 covered contracts and subcontracts shall include the Section 3 Compliance Provisions contained in the CDBG Compliance Provisions for Construction Contracts section of these project specifications along with the Section 3 documents incorporated into it.

---

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
*(owner, partner, officer, representative, or agent)*

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

---

# **CONTRACTOR'S/SUBCONTRACTOR'S SECTION 3 ACTION PLAN, WITH TABLES A & B**



## **Section 3 Plan Format**

\_\_\_\_\_ agrees to implement the following specific affirmative action steps directed at increasing the utilization of low- and very low-income residents and Section 3 Business Concerns within the Town/City/Parish of \_\_\_\_\_.

- A. To ascertain from the locality's CDBG program official the exact boundaries of the Section 3 covered project area and where advantageous, seek the assistance of local officials in and implementing the affirmative action plan.
- B. To attempt to recruit from within the Town/City/Parish the necessary individuals to provide training and employment opportunities generated by Section 3 covered assistance to Section 3 Workers within the metropolitan area (or nonmetropolitan county) in which the project is located through: local advertising media, signs placed at the proposed site for the project, & community organizations and public or private institutions operating within or serving the project area such as Service Employment and Redevelopment (SER), Opportunities Industrialization Center (OIC), Urban League, Concentrated Employment Program, Hometown Plan, or the U.S. Employment Service, & other efforts described in 24 CFR 75 and, where feasible, providing preference for these opportunities in the priority order listed below:
  - (i). Section 3 workers residing in the service area or neighborhood of the project;
  - (ii). Participants in YouthBuild Programs.
- C. To maintain a list of all lower income residents who have applied either on their own or on referral from any source, and to employ such persons, if otherwise eligible and if a vacancy exists.
- D. To insert this Section 3 Plan, including the Section Compliance Provisions (including all attachments, in all bid documents and to require all bidders on subcontracts to submit a Section 3 Plan including utilization goals and the specific steps planned to accomplish those goals.
- E. To ensure that subcontracts, which are typically let on a negotiated rather than a bid basis, in areas other than Section 3 covered projects, are also let on a negotiated basis whenever feasible, if let in a Section 3 covered project area.
- F. To formally contact unions, subcontractors, and trade associations to secure their cooperation for this program.
- G. To notify Section 3 workers and Section 3 business concerns about economic opportunities generated by Section 3 covered assistance and to award Section 3 covered contracts, to the greatest extent feasible, to Section 3 business concerns in the following order of priority:
  - (i). Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the service area or neighborhood of the project;
  - (ii). YouthBuild Programs.
- H. To notify potential contractors about Section 3 requirements of this part and incorporating the Section 3 Compliance Provisions in all solicitations and contracts.
- I. To facilitate the training and employment of Section 3 workers and the award of contracts to Section 3 business concerns undertaking activities to reach the numerical goal established by HUD (Safe Harbor compliance).
- J. To cooperate in obtaining the compliance of contractors and subcontractors with the requirements of Section 3.

- K. To submit monthly reports or other reports as requested on the results of actions taken to provide training, jobs, and contracts to Section 3 workers and Section 3 business concerns (Safe Harbor compliance).
- L. To appoint or recruit an executive official of the company or agency as Equal Opportunity Officer to coordinate the implementation of this Section 3 Plan.
- M. To list on Table A information related to subcontracts to be awarded.
- N. To list on Table B all projected workforce needs for all phases of this project by occupation, trade, skill level, and number of positions.
- O. To document utilization of Section 3 Employees on the covered project by having existing employees, and new employees, (including those of all subcontractors) complete the Section 3 Worker Certification.
- P. To complete Section 3 Utilization and Cumulative Reports that may be requested and submit said reports to the Parish prior to final payment for the covered project. This report will list all Section 3 Employees documented on the project and will be in the format determined necessary by the Parish.
- Q. To maintain records including copies of correspondence, income verification, Section 3 Worker, Section 3 Targeted Worker, and Section 3 business concern self-certifications and verifications, memoranda, etc. which document that all of the above affirmative action steps have been taken.

As officers and representatives of \_\_\_\_\_, we the undersigned have read and fully agree to this Section 3 Plan, and become a party to the full implementation of this program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title

**TABLE A**

**PROPOSED (SUB)CONTRACTS BREAKDOWN**

(Duration of CDBG-Assisted Project)

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
Type of Contract (Business or Profession)	Total Number of Contracts	Total Approximate Labor Hours	Estimated Number of Contracts to Section 3 Eligible Business Concerns	Estimated Labor Hours to Section 3 Eligible Business Concerns

The project area is coextensive with \_\_\_\_\_ boundaries.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Project

\_\_\_\_\_  
EEO Officer Name

\_\_\_\_\_  
Project Number

\_\_\_\_\_  
EEO Officer Signature

\_\_\_\_\_  
Date



**TABLE B**

**ESTIMATED PROJECT WORKFORCE AND LABOR HOURS BREAKDOWN**

	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7	COLUMN 8	COLUMN 9
	Job Category	Total Estimated Positions	No. Positions Currently Occupied by Permanent Employees	No. Positions Not Currently Occupied	No. Positions to be Filled With Section 3 Workers	Total Estimated Labor Hours	Estimated Labor Hours to be Performed by Section 3 Workers (Goal: 25% of Column 6)	Estimated Labor Hours to be Performed by Targeted Section 3 Workers (Goal: 5% of Column 6)	Expected to Achieve Section 3 Goal? (Yes/No)
<b>Non-Construction</b>	Officers / Supervisors								
	Officers / Supervisors								
	Professionals								
	Office / Clerical								
	Service Workers								
	Others								
<b>Construction</b>	TRADE								
	Journeyman								
	Apprentices								
	Max. No. Trainees								
	Laborers								
	Other								
	TRADE								
	Journeyman								
	Apprentices								
	Max. No. Trainees								
	Laborers								
	Other								
	TRADE								
	Journeyman								
	Apprentices								
	Max. No. Trainees								
	Laborers								
	Other								
	TRADE								
	Journeyman								
	Apprentices								
	Max. No. Trainees								
	Laborers								
	Other								

\_\_\_\_\_  
Company

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
EEO Officer Name

\_\_\_\_\_  
Project Number

\_\_\_\_\_  
EEO Officer Signature

\_\_\_\_\_  
Date



Jefferson Parish Community  
Development Department

## Company Permanent Employment List (*All employees*)

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Contractor/Subcontractor: \_\_\_\_\_ Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Employee Names	Job Title	*Certified Section 3 Worker		If Section 3, Resides In Project Target Area	If Section 3, Date of Hire
		Yes	No		

*\*If indicated as Certified Section 3 Worker, attach completed Section 3 Worker Self-Certification form provided in the specifications.*

I certify the above employees are permanent employees of \_\_\_\_\_. I certify the above employees are on our regular monthly payroll and that falsifying this information is perjury and subject to legal ramifications.

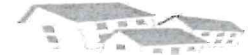
\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Include additional sheets as needed*

## Section 3 Contractor/Subcontractor Debarment Clearance



Jefferson Parish Community  
Development Department

Date  
HUD Project No.  
Project Name  
Project Address  
Contractor/Subcontractor  
Federal ID Number  
Address/Zip Code  
Phone  
Number


☐ Sole Proprietorship  
(List Sole Owner)

☐ Partnership  
(List All Partners)

☐ Corporation  
(Name All Principles and Titles)


Complete the following clearances, print the results, attach and return with above form:

- ☐ [www.sam.gov](http://www.sam.gov)  
☐ [https://www5.hud.gov/ecpcis/main/ECPCIS\\_List.jsp](https://www5.hud.gov/ecpcis/main/ECPCIS_List.jsp)

Approved: \_\_\_\_\_

**SECTION 3 CERTIFICATION OF SELECTED  
BIDDER (CONTRACTOR/SUBCONTRACTOR)**



\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Project Name and Number

The undersigned hereby certifies that:

**(SELECT I OR II)**

- I. A. The positions listed under part B that have been filled by

\_\_\_\_\_ (Name of Contractor) since being notified of  
contract selection on \_\_\_\_\_ (Date) were not filled to circumvent  
the contractor's obligations to provide employment opportunities, including  
training positions, for Section 3 workers, as required by Section 3 of the  
Housing and Urban Development Act of 1968 and the implementing  
regulations, 24 CFR Part 75.

- B. Employment Positions filled since \_\_\_\_\_ . (Date of selection)

_____	_____
_____	_____
_____	_____
_____	_____

**OR**

- II. No employment positions have been filled since \_\_\_\_\_. (Date of selection)

\_\_\_\_\_  
Name & Title of Signatory (Print or Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTICE: This Certification must be made BEFORE contract execution (24 CFR Part 75).**



## Section 3 Utilization Plan

A Utilization Plan is required by all contractors/subcontractors. Submit an Initial Utilization at contract award and then once every three months or when there is a change to utilization, whichever comes first.

**Prime Contractor & Subcontractors** - The Section 3 benchmark goals are applicable to all contractors or lower-tier subcontractors.

1. Date Submitted:				2. Project Name:			
3. Sub/Contractor Name:				4. Contact Person, Phone Number, & email:			
Name of Subcontractor	Section 3 Certified?			Trade/Services Provided or Supply	Contract Amount	Date Awarded	Address & Phone
	Yes	No	TBD				
Construction							
Professional Services							

**SECTION 3 WORKER AND TARGETED  
SECTION 3 WORKER SELF-CERTIFICATION**



The purpose of HUD's Section 3 program is to provide employment, training and contracting opportunities to low-income individuals, particularly those who are recipients of government assistance for housing or other public assistance programs. **Your response is voluntary, confidential, and has no effect on your employment.**

**Eligibility for Section 3 Worker or Targeted Section 3 Worker Status**

A Section 3 worker seeking certification shall self-certify and submit this form to the recipient contractor or subcontractor, that the person is a Section 3 worker or Targeted Section 3 Worker as defined in 24 CFR 75.21

**Instructions:** Enter/select the appropriate information to confirm your Section 3 worker or Targeted Section 3 Worker status.

**Employee Name:** \_\_\_\_\_

1. Are you a resident of Jefferson Parish? ☐ YES ☐ NO
2. In the field below, select the amount of individual income you believe you earn on an annual basis.  

<input type="checkbox"/> Less than \$10,000	<input type="checkbox"/> \$30,001 - \$40,000	<input type="checkbox"/> More than \$60,000
<input type="checkbox"/> \$10,001 - \$20,000	<input type="checkbox"/> \$40,001 - \$50,000	
<input type="checkbox"/> \$20,001 - \$30,000	<input type="checkbox"/> \$50,001 - \$60,000	
3. Are you a YouthBuild Participant? (Currently or at the time of hire if within the past 5 years) ☐ YES ☐ NO

You may also qualify as a Section 3 worker by having your employer certify that you are employed by a Section 3 Business concern.

**Select from *ONE* of the following two options below:**

I qualify as a:

- ☐ Section 3 Worker (as defined on page 3 of Section 3 Worker Certification Form)
- ☐ Targeted Section 3 Worker (as defined on page 3 of Section 3 Worker Certification Form)

*In accordance with 24 CFR 75.5, a prior arrest or conviction cannot negatively affect the status of a Section 3 worker or a Targeted Section 3 worker.*

**(frontside)**

## Employee Affirmation

I affirm that the above statements (on frontside of this form) are true, complete, and correct to the best of my knowledge and belief. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Employee Address: \_\_\_\_\_

Employee Phone Number: \_\_\_\_\_

Employee Email: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date Hired: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR ADMINISTRATIVE USE ONLY

Is the employee a Section 3 worker based upon their self-certification? ☐ YES ☐ NO

Is the employee a Section 3 worker based upon their employment with a Section 3 Business Concern? ☐ YES ☐ NO

Is the employee a Targeted Section 3 worker based upon their self-certification? ☐ YES ☐ NO

Was this an applicant who was hired as a result of the Section 3 project? ☐ YES ☐ NO

If Yes, what is the name of the company? \_\_\_\_\_

What was the date of hire? \_\_\_\_\_

**EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS.**

*(backside)*

**The Jefferson Parish Community Development Department**  
**Section 3 Income Limits**

**Eligibility Guidelines**

The worker's income must be at or below the amount provided below for an individual (household of 1) regardless of actual household size.

**Individual Income Limits**

<b>FY 2022 Income Limit Area</b>	<b>Income Limits Category</b>	<b>FY 2022 Income Limits</b>
Jefferson Parish	Extremely Low Income Limits (30%)	\$16,450
	Very Low Income Limits (50%)	\$27,450
	Low Income Limits (80%)	\$43,900

See <https://www.huduser.gov/portal/datasets/il.html> for most recent income limits

**Section 3 Worker Definition:**

- A low or very low-income resident (the worker's income for the previous or annualized calendar year is below the income limit established by HUD); or
- Employed by a Section 3 business concern; or
- A YouthBuild participant.

**Targeted Section 3 Worker Definition:**

- Employed by a Section 3 business concern; or
- Currently meets or when hired met at least one of the following categories as documented within the past five years<sup>1</sup>:
  - Living within the service area or the neighborhood of the project, as defined in 24 CFR 75.5 (*If fewer than 5,000 people live within one mile of a Section 3 project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.*); or
  - A YouthBuild participant.

<sup>1</sup> The five-year period for a worker cannot begin before November 30, 2020. Therefore, Section 3 workers hired before November 30, 2020 may be certified for a five-year period beginning November 30, 2020.



## Section 3 Business Concern Certification for Contracting



**Instructions:** Enter the following information and select the criteria that applies to certify your business' Section 3 Business Concern status.

### Business Information

Name of Business \_\_\_\_\_

Address of Business \_\_\_\_\_

Name of Business Owner \_\_\_\_\_

Phone Number of Business Owner \_\_\_\_\_

Email Address of Business Owner \_\_\_\_\_

### Preferred Contact Information

☐ Same as above

Name of Preferred Contact \_\_\_\_\_

Phone Number of Preferred Contact \_\_\_\_\_

### Type of Business (select from the following options):

☐ Corporation

☐ Partnership

☐ Sole Proprietorship

☐ Joint Venture

### Select from **ONE** of the following three options below that applies:

☐ At least 51 percent of the business is owned and controlled by low- or very low-income persons (Refer to income guidelines on page 3).

☐ At least 51 percent of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

☐ Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers (Refer to definition on page 3).

*In accordance with 24 CFR 75.5, the status of a Section 3 business concern shall not be negatively affected by a prior arrest or conviction of its owner(s) or employees.*

(frontside)

### **Business Concern Affirmation**

I affirm that the above statements (on the frontside of this form) are true, complete, and correct to the best of my knowledge and belief. I understand that businesses who misrepresent themselves as Section 3 business concerns and report false information to [insert name of recipient/grantee] may have their contracts terminated as default and be barred from ongoing and future considerations for contracting opportunities. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Certification expires within six months of the date of signature

Information regarding Section 3 Business Concerns can be found at [24 CFR 75.5](#)

#### **FOR ADMINISTRATIVE USE ONLY**

Is the business a Section 3 business concern based upon their certification?

☐ YES

☐ NO

**EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS.**

(backside)

**The Jefferson Parish Community Development Department  
Section 3 Income Limits**

**Eligibility Guidelines**

The worker's income must be at or below the amount provided below for an individual (household of 1) regardless of actual household size.

**Individual Income Limits**

<b>FY 2022 Income Limit Area</b>	<b>Income Limits Category</b>	<b>FY 2022 Income Limits</b>
Jefferson Parish	Extremely Low Income Limits (30%)	\$16,450
	Very Low Income Limits (50%)	\$27,450
	Low Income Limits (80%)	\$43,900

See <https://www.huduser.gov/portal/datasets/il.html> for most recent income limits.

Section 3 Worker Definition:

- A low or very low-income resident (the worker's income for the previous or annualized calendar year is below the income limit established by HUD); or
- Employed by a Section 3 business concern; or
- A YouthBuild participant.

Targeted Section 3 Worker Definition:

- Employed by a Section 3 business concern or
- Currently meets or when hired met at least one of the following categories as documented within the past five years<sup>1</sup>:
  - Living within the service area or the neighborhood of the project, as defined in 24 CFR 75.5 (If fewer than 5,000 people live within one mile of a Section 3 project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.); or
  - A YouthBuild participant.

*1 The five-year period for a worker cannot be before November 30, 2020. Therefore, Section 3 workers hired before November 30, 2020 may be certified for a five-year period beginning November 30, 2020.*

## Section 3 Internal Capacity Form



***\*To be submitted ONLY if Contractor/subcontractor does not have a need for lower-tier subs or new hires for the duration of the project.***

### **Affidavit:**

The undersigned makes this affidavit with full knowledge of the content described in the Section 3 Program regulations at 24 CFR Part 75. Each recipient of Section 3 covered financial assistance, and its contractors or subcontractors are required to comply with the requirements of Section 3.

This affidavit is to document the contractor has sufficient internal capacity to execute the entire scope of work awarded without the need to subcontract and to acknowledge by the undersigned if subcontracts are required, they may be subject to additional requirements under the Section 3 program.

Under penalty of perjury I hereby state:

I, \_\_\_\_\_ am the \_\_\_\_\_ of \_\_\_\_\_,  
(Print Name) (Owner, partner, officer, representative, agent) (Company Name)

which has executed a contract with \_\_\_\_\_ to perform \_\_\_\_\_  
(Other Contract Party) (Description of Work)

\_\_\_\_\_ on the project known as \_\_\_\_\_, and  
(Description of Work - continued) (Name of Project)

represent that the contract covered by this affidavit has met the conditions, including those described above and hereby authorize and request any person, firm or corporation to furnish any information requested by the Jefferson Parish

Department of Community Development in verification of the recitals comprising this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Title



## **Certification of Proposed Subcontractor Regarding Section 3 and Segregated Facilities**

---



\_\_\_\_\_  
Name of Subcontractor

\_\_\_\_\_  
Project Name and Number

The undersigned hereby certifies that:

- (a) Section 3 provisions are included in the Contract, and
- (b) A written Section 3 Action Plan was prepared and submitted as part of the bid proceedings, and
- (c) Tables A and B were prepared and submitted as part of the bid proceedings, and
- (d) No segregated facilities will be maintained as required by Title VI of the Civil Rights Act of 1964.

\_\_\_\_\_  
Name & Title of Signer (Print or Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Section 3 Start of Work Notice

---

### Contractor Information

Project Name	
Project Address	
Sub/Contractor Name	
Sub/Contractor Address	
Start of Work Date	

### Contractor Authorization

Name of Authorized Officer	
Signature	
Title	

---

Please submit Start of Work Notice for each contractor/subcontractor prior to the start of construction via mail or email:

JPCDD  
1221 Elmwood Park Blvd., Suite 605  
Jefferson, LA 70123

Email:

---

## Signage Template

---



**Jefferson Parish Community  
Development Department**

Housing and Community Development Department in  
partnership with the U.S. Department of Housing and  
Urban Development, and [Project Name]

---

**Acknowledge that the Construction of this  
project is subject to the Section 3 Program of the U.S.  
Department of Housing and Urban Development.  
This program is designed to generate various  
Employment and Contracting Opportunities.**

**Please inquire within:**

**Contractor name:** \_\_\_\_\_

**Contractor contact number:** \_\_\_\_\_

*NOTE: Section 3 signage shall be posted at the construction sites at all the facilities specified for this project. Signage must be at least 4 ft. x 4 ft. and large enough to be visible from the street. The sign must (a) identify the name of the project, (b) states the facility is a HUD Section 3 Project, and (c) includes contact information (name, telephone number, fax, & e-mail, if any).*



Jefferson Parish Community  
Development Department

## Section 3 Termination of Work Notice

---

### Contractor Information

Project Name	
Project Address	
Sub/Contractor Name	
Sub/Contractor Address	
Termination of Work Date	

### Contractor Authorization

Name of Authorized Officer	
Signature	
Title	

---

Please submit Termination of Work Notice for each contractor/subcontractor at the termination of construction via mail or email:

JPCDD  
1221 Elmwood Park Blvd., Suite 605  
Jefferson, LA 70123

Email:

---





Jefferson Parish Community  
Development Department

## Monthly Verification of Internal Capacity Status

This form is to be completed and submitted by the 10<sup>th</sup> of each month by every (Sub)Contractor claiming Internal Capacity, for the duration of their contract. Always report for the previous month; for example, when the form is due on July 10th, you will be reporting the activity of June.

Reporting Month:	Project Name
Subcontractor	Contracted With

By signing below, I hereby verify that my company has remained in the qualifying Internal Capacity parameters stated below:

- No Lower-Tier Subcontracts have been awarded, and/or
- No New Hires (employees placed on payroll) have been hired to work specifically on the above named project.

By signing below, I also verify that I understand that in the event my company has the need for lower-tier subcontracts and/or new hires, I will immediately alert the General Contractor and will follow the below Section 3 Procurement Processes. I also understand that my company can no longer claim Internal Capacity and will be required to comply with all additional Section 3 requirements that are now applicable.

**Section 3 Goals:** The benchmark for Section 3 workers is set at 25 percent or more of the total number of labor hours worked by all workers on a Section 3 project. The benchmark for Targeted Section 3 workers is set at 5 percent or more of the total number of labor hours worked by all workers on a Section 3 project. (Note: the 5 percent Targeted worker hours are included in the 25 percent threshold.)

Print Name

Title/Company

Signature

Date



## Section 3 Monthly Activity Report

Contractor/Subcontractor Name:				Project Name:						
Contact:				Reporting Month and Year:						
Phone/Email:				Date of Submission:						
Address:										
EMPLOYMENT										
A  JOB CATEGORY	B # OF NEW HIRES			C # OF LABOR HOURS WORKED (EMPLOYEES)						PERCENTAGE OF SECTION 3 BENCHMARK GOALS MET TO-DATE
	During Reporting Month		Total New Hires To- Date	During Reporting Month			Total Labor Hours Worked To-Date			
	Certified Section 3 New Hires	Non-Section 3 New Hires		By Section 3 Workers	By Targeted Section 3 Workers	By Non- Section 3 Workers	By ALL Section 3 Workers	By Targeted Section 3 Workers	By Non- Section 3 Workers	
Professional										
Technician										
Office/Clerical										
Trade:										
Trade:										
Trade:										
Trade:										
Trade:										
Trade:										
Trade:										
TOTAL										

\*Include individuals on the Section 3 New Hire/Employee/Trainee Participation Form. Regardless of if information was previously reported, all Section 3 individuals who've worked/trained during reporting month must be included.

NOTES: 1. New Section 3 Trainees shall NOT be included in the New Hire numbers.  
 2. The count of Targeted Section 3 worker labor hours is included in the count of ALL Section 3 worker labor hours.  
 3. A report for each contractor/subcontractor must be submitted by the 10th of each month with numbers from the previous month. For example, by October 10th, the numbers for September will be submitted.  
 4. A report for each contractor/subcontractor must be submitted by the 10th of each month with numbers from the previous month. For example, by October 10th, the numbers for September will be submitted.  
 5. Subcontractors submit to General Contractor BEFORE the 10th of the month and then the General Contractor will submit to Section 3 BY 10th.  
 6. Complete and attach best efforts made to-date to meet benchmark goals.

## Section 3 New Hire/ Employee/ Trainee Participation Form



To be used in conjunction with the Section 3 Monthly Activity Report

Contractor Name:					Reporting Month/Year:				
A. First Name	B. Last Name	C. Racial/ Ethnic Code	D. Hire Date	E. Hourly Rate	F. Section 3 Status	G. Trade Work	H. Hours Worked	I. Hours Trained	J. Payroll Classification

### Form Instructions

- Racial/ethnic code: 1 – White American, 2 – Black American, 3 – Native American, 4 – Hispanic American, 5 – Asian Pacific American, 6 – Hasidic
- Hire date of Section 3 Resident
- Hourly rate of Section 3 Resident
- Indicate Section 3 status by entering either: New Hire, Employee or Trainee
- Trade work performed by Section Resident
- Hours worked during reporting month by Section 3 New Hire or Section 3 Employee
- Hours trained during reporting month by Section 3 Trainee
- Indicate payroll classification: Full Time, Part Time, FT - Temporary, PT- Temporary, FT-Seasonal, PT-Seasonal, Internship

## Section 3 Summary Labor Report

(To be completed by General Contractor and Subcontractors)



### Section 3 Labor Hour Calculations

Based on your entries in Table B of the Section Action Plan, please calculate the following labor hour standards for the \_\_\_\_\_ project:

Labor Hour Calculations			
Labor Hour Standard	Ratio Formula	%	2021 HUD Benchmark Minimums
Section 3 Workers	Section 3 Worker's Labor Hours / Total Labor Hours		25%
Targeted Section 3 Workers	Targeted Section 3 Worker's Labor Hours / Total Labor Hours		5%

### Prioritization of Employment and Training, and Contracting

#### Employment and training

\_\_\_\_\_ I certify that to the greatest extent feasible, and consistent with existing Federal, state, and other local laws and regulations, that we have ensured that employment and training opportunities arising in connection with this Section 3 project are provided to Section 3 workers within the metropolitan area (or nonmetropolitan county) in which the project is located.

\_\_\_\_\_ I certify that where feasible, priority for opportunities and training described in the above paragraph were given to:

- Section 3 workers residing within the service area or the neighborhood of the project, and
- Participants in YouthBuild programs.

#### Contracting

\_\_\_\_\_ I certify that to the greatest extent feasible, and consistent with existing Federal, state, and other local laws and regulations, that we have ensured that contracts for work awarded in connection with this Section 3 project were provided to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the project is located.

\_\_\_\_\_ I certify that where feasible, priority for contracting opportunities described in the above paragraph were given to:

- Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the service area or the neighborhood of the project, and
- YouthBuild programs.

If both of your labor hour percentage calculations for Section 3 Workers and Targeted Section 3 Workers are below the respective 2021 HUD Section 3 Benchmarks and you have met all of the prioritization of employment and training, and contracting requirements, please sign the certification below for the information entered above and complete Section 2 of this form below.



**Under the penalty of perjury, I certify that the above information is true and correct.**

Title

Date \_\_\_\_\_

Please indicate which qualitative Section 3 compliance activities that you or your subcontractors have performed (list, describe, and provide date)(attach additional pages as needed):

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page.

**Under the penalty of perjury, I certify that the above information is true and correct.**

---

Title

Date \_\_\_\_\_

## **Contractor's/Subcontractor's New Employee Information Form**

One *New Employee Information Form* is to be completed by the employer for each new employee hired for work on this project during the construction phase of the project.

This is a required form and should accompany the first payroll on which the name of the newly hired employee appears.

- 
1. Name of Grant Recipient \_\_\_\_\_
  2. DR-CDBG CEA Number \_\_\_\_\_
  3. Name of Employer \_\_\_\_\_
  4. Name of New Employee \_\_\_\_\_
  5. Street Address or P. O. Box # \_\_\_\_\_
  6. City and Zip Code \_\_\_\_\_
  7. Date of Hire of New Employee \_\_\_\_\_

- 
8. Is the new employee eligible for Section 3 worker or Targeted Section 3 worker status? (*Refer to the attached Section 3 Worker and Targeted Section 3 Worker Self-Certification form for eligibility requirements.*) \_\_\_\_\_ Yes \_\_\_\_\_ No

If the answer to question 8 is "Yes", attach a completed Section 3 Worker and Targeted Section 3 Worker Self Certification form.

---

\_\_\_\_\_  
(Print Name and Title)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature)

**SECTION 3 WORKER AND TARGETED  
SECTION 3 WORKER SELF-CERTIFICATION**



The purpose of HUD's Section 3 program is to provide employment, training and contracting opportunities to low-income individuals, particularly those who are recipients of government assistance for housing or other public assistance programs. **Your response is voluntary, confidential, and has no effect on your employment.**

**Eligibility for Section 3 Worker or Targeted Section 3 Worker Status**

A Section 3 worker seeking certification shall self-certify and submit this form to the recipient contractor or subcontractor, that the person is a Section 3 worker or Targeted Section 3 Worker as defined in 24 CFR 75.21

**Instructions:** Enter/select the appropriate information to confirm your Section 3 worker or Targeted Section 3 Worker status.

**Employee Name:** \_\_\_\_\_

1. Are you a resident of Jefferson Parish? ☐ YES ☐ NO
2. In the field below, select the amount of individual income you believe you earn on an annual basis.  

<input type="checkbox"/> Less than \$10,000	<input type="checkbox"/> \$30,001 - \$40,000	<input type="checkbox"/> More than \$60,000
<input type="checkbox"/> \$10,001 - \$20,000	<input type="checkbox"/> \$40,001 - \$50,000	
<input type="checkbox"/> \$20,001 - \$30,000	<input type="checkbox"/> \$50,001 - \$60,000	
3. Are you a YouthBuild Participant? (Currently or at the time of hire if within the past 5 years) ☐ YES ☐ NO

You may also qualify as a Section 3 worker by having your employer certify that you are employed by a Section 3 Business concern.

**Select from *ONE* of the following two options below:**

I qualify as a:

- ☐ Section 3 Worker (as defined on page 3 of Section 3 Worker Certification Form)
- ☐ Targeted Section 3 Worker (as defined on page 3 of Section 3 Worker Certification Form)

*In accordance with 24 CFR 75.5, a prior arrest or conviction cannot negatively affect the status of a Section 3 worker or a Targeted Section 3 worker.*

**(frontside)**

## Employee Affirmation

I affirm that the above statements (on frontside of this form) are true, complete, and correct to the best of my knowledge and belief. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Employee Address: \_\_\_\_\_

Employee Phone Number: \_\_\_\_\_

Employee Email: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date Hired: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR ADMINISTRATIVE USE ONLY

Is the employee a Section 3 worker based upon their self-certification? ☐ YES ☐ NO

Is the employee a Section 3 worker based upon their employment with a Section 3 Business Concern? ☐ YES ☐ NO

Is the employee a Targeted Section 3 worker based upon their self-certification? ☐ YES ☐ NO

Was this an applicant who was hired as a result of the Section 3 project? ☐ YES ☐ NO

If Yes, what is the name of the company? \_\_\_\_\_

What was the date of hire? \_\_\_\_\_

**EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE  
FILE FOR FIVE YEARS.**

*(backside)*



**The Jefferson Parish Community Development Department**  
**Section 3 Income Limits**

**Eligibility Guidelines**

The worker's income must be at or below the amount provided below for an individual (household of 1) regardless of actual household size.

**Individual Income Limits**

<b>FY 2022 Income Limit Area</b>	<b>Income Limits Category</b>	<b>FY 2022 Income Limits</b>
Jefferson Parish	Extremely Low Income Limits (30%)	\$16,450
	Very Low Income Limits (50%)	\$27,450
	Low Income Limits (80%)	\$43,900

See <https://www.huduser.gov/portal/datasets/il.html> for most recent income limits

**Section 3 Worker Definition:**

- A low or very low-income resident (the worker's income for the previous or annualized calendar year is below the income limit established by HUD); or
- Employed by a Section 3 business concern; or
- A YouthBuild participant.

**Targeted Section 3 Worker Definition:**

- Employed by a Section 3 business concern; or
- Currently meets or when hired met at least one of the following categories as documented within the past five years<sup>1</sup>:
  - Living within the service area or the neighborhood of the project, as defined in 24 CFR 75.5 (If fewer than 5,000 people live within one mile of a Section 3 project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.); or
  - A YouthBuild participant.

<sup>1</sup> The five-year period for a worker cannot begin before November 30, 2020. Therefore, Section 3 workers hired before November 30, 2020 may be certified for a five-year period beginning November 30, 2020.

## RESOURCES FOR SECTION 3 COMPLIANCE

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- Link to 24 CFR 75 Regulations:  
<https://www.ecfr.gov/current/title-24/subtitle-A/part-75>
- Link to HUD Section 3 Opportunity Portal (intended to help HUD Section 3 businesses meet their Section 3 obligations for employment and contracting):  
<https://hudapps.hud.gov/OpportunityPortal/>
- Link to HUD Section 3 Guidebook:  
[https://www.hudexchange.info/programs/section-3/section-3-guidebook/welcome/?utm\\_source=HUD+Exchange+Mailing+List&utm\\_campaign=7f58f7bb2a-SECTION 3 GUIDEBOOK NOW AVAILABLE 2022%2F2%2F1&utm\\_medium=email&utm\\_term=0\\_f32b935a5f-7f58f7bb2a-19455605](https://www.hudexchange.info/programs/section-3/section-3-guidebook/welcome/?utm_source=HUD+Exchange+Mailing+List&utm_campaign=7f58f7bb2a-SECTION+3+GUIDEBOOK+NOW+AVAILABLE+2022%2F2%2F1&utm_medium=email&utm_term=0_f32b935a5f-7f58f7bb2a-19455605)
- Link to HUD Section 3 FAQs:  
<https://www.hud.gov/sites/documents/11SECFAQS.PDF>
- Link to HUD Exchange Section 3 Program:  
<https://www.hudexchange.info/programs/section-3/>
- Link to HUD Section 3 Economic Opportunities:  
<https://www.hud.gov/Section3>
- Link to HUD Notice CPD-21-09 Issued August 24, 2021:  
<https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-09cpdn.pdf>
- Link to Jefferson Parish  
<https://www.jeffparish.net/>

### **EXAMPLES OF SECTION 3 QUALITATIVE EFFORTS**

Examples of qualitative efforts include, but are not limited to, the following:

- **Employment and Training**
  - Provide Technical Assistance (TA) or refer Section 3 Workers to services supporting work readiness and retention and to help Section 3 Workers compete for jobs (e.g., resume assistance, coaching) or providing or connecting Section 3 Workers assistance in seeking employment, including: drafting resumes, preparing for interviews, and finding job opportunities connecting residents to job placement services.
  - Provide or connect workers with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation, assistance with childcare.
  - Hold one or more job fairs or sponsor a job informational meeting in the Service Area / Neighborhood of the Project.
  - Arrange assistance in conducting job interviews and completing job applications for residents/workers of the service area where the project is located. Arrange for a location in the service area of the project where job applications may be collected.
  - YouthBuild Programs/One-Stop Outreach – Engage in outreach or referrals with local YouthBuild programs, Louisiana Workforce Commission, or other community organizations to assist with training and recruiting Section 3 and Targeted Section 3 workers.
  - Recruit - Consult with state and local agencies administering probation and parole agencies, unemployment compensation programs, etc., to assist with recruiting Section 3 workers for employment. Use local workforce offices to hire new employees specifying Section 3 preference.
  - Provide information/handouts about Section 3 training opportunities to potential Section 3 workers and Targeted Section 3 workers
  - Conduct an annual training for Section 3 workers and Section 3 businesses
  - Include the Section 3 Worker and Targeted Section 3 Worker Self-Certification Form in all job postings.

- Work with the Parish Section 3 Coordinator to connect Section 3 workers and Targeted Section 3 workers with opportunities and/or utilize the HUD Section 3 Opportunity Portal link to find qualified candidates
- Contact local community organizations and resident organizations and provide them with job postings for Section 3 eligible applicants. Request assistance in notifying residents of the employment positions to be filled.
- Coordinate a programmatic ad campaign, which results in widespread job posting across diverse ad networks such as:
  - Advertise job opportunities via social media, including LinkedIn and Facebook;
  - Advertise job opportunities via flyer distributions and mass mailings and posting ad in common areas of housing developments and all public housing management offices
  - Contact resident councils, resident management corporations, and neighborhood community organizations to request their assistance in notifying residents of available training and employment opportunities
- Provide on-the job training or apprenticeship opportunities
- Provide indirect training, such as arranging for, contracting for, or paying tuition for, off-site training.
- Provide technical training such as arranging for, contracting for, or paying tuition for, off-site training.
- Provide assistance to apply for or attend community college, a four-year educational institution, or vocational/technical training.
- Provide or connect residents with training on computer use or online technologies.
- Assist residents to obtain financial literacy training and/or coaching.
- Business Concern Outreach
  - Engage in outreach efforts to identify and secure bids from Section 3 businesses by advertising notices of contracting opportunities and related information on the HUD Opportunity Portal and trade association papers and local media such as television, newspapers, minority owned publications, radio, and websites, and by



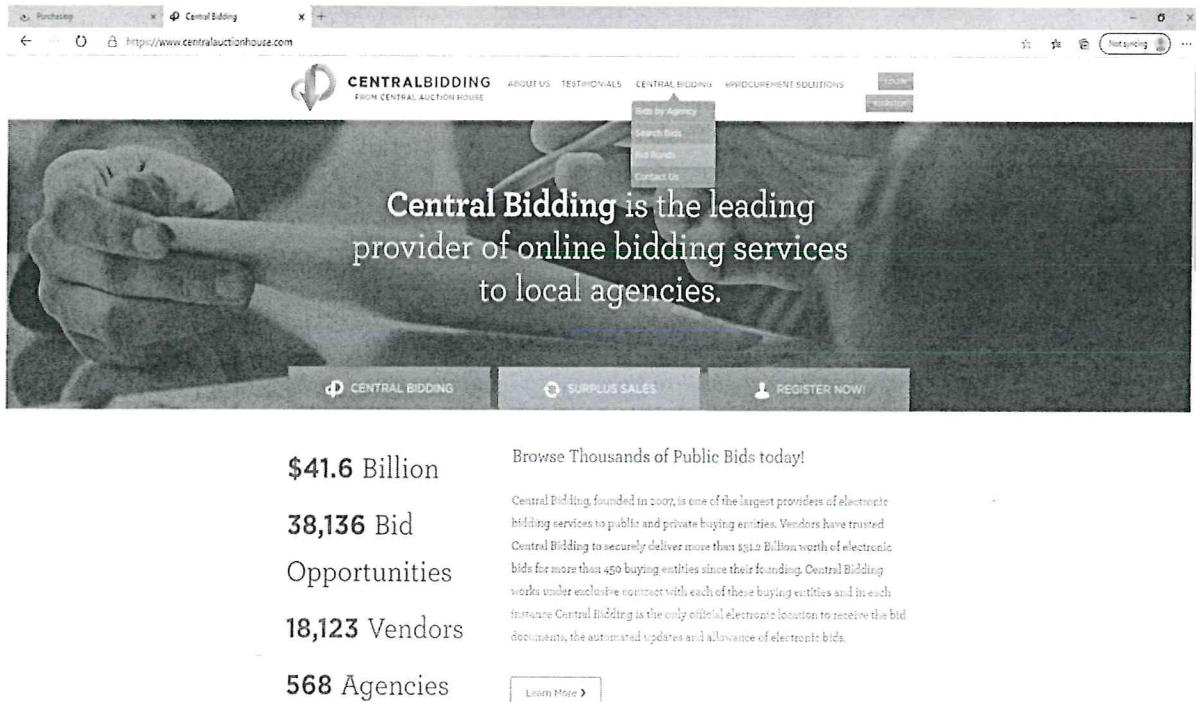
posting notices concerning the work to be contracted in common areas of housing developments.

- To facilitate the participation of Section 3 Business Concerns, advise subcontractors of the upcoming contracting opportunities, arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways.
- Promote use of the HUD Opportunity Portal or other business registries designed to create opportunities for disadvantaged and small businesses.
- Provide workshops on contracting procedures and specific contract opportunities in a timely manner so that Section 3 business concerns can take advantage of upcoming contracting opportunities.
- Provide technical assistance to help Section 3 business concerns understand and bid on contracts.
- Advise Section 3 business concerns as to where they may seek assistance to overcome limitations and barriers such as inability to obtain bonding, lines of credit, financing, or insurance.
- Provide bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
- Split or divide contracts into smaller jobs to facilitate participation by Section 3 business concerns.
- In determining the responsibility of potential contractors, consider their past records of Section 3 compliance and their current plans for the pending contract.
- Utilize minority contractors' associations and community organizations to assist in identifying Section 3 businesses who may be potential bidders.
- Follow-up with Section 3 business concerns by personal contact to provide additional information.

# Bid Bond

An Electronic Bid Bond must be submitted with this bid, through one of the respective clearing houses at [www.jeffparish.net](http://www.jeffparish.net) or [www.centralbidding.com](http://www.centralbidding.com). To access the bonding companies on Central Bidding, hover over the "Central Bidding" link at the top of the page and select the "Bid Bonds" link.

The electronic bid bond number is to be placed in the required section listed on the standard envelope. Scanned copies of bid bonds will not be accepted with your submission.



The screenshot shows the Central Bidding website. The navigation menu at the top includes "CENTRAL BIDDING" with a dropdown menu containing "Bids by Agency", "Search Bids", "Bid Bonds", and "Contact Us". The main banner features the text "Central Bidding is the leading provider of online bidding services to local agencies." Below the banner, there are three buttons: "CENTRAL BIDDING", "SURPLUS SALES", and "REGISTER NOW!". On the left side, there are statistics: "\$41.6 Billion", "38,136 Bid Opportunities", "18,123 Vendors", and "568 Agencies". On the right side, there is a section titled "Browse Thousands of Public Bids today!" with a paragraph of text and a "Learn More" button.

**\$41.6 Billion**

**38,136 Bid Opportunities**

**18,123 Vendors**

**568 Agencies**

Browse Thousands of Public Bids today!

Central Bidding, founded in 2007, is one of the largest providers of electronic bidding services to public and private buying entities. Vendors have trusted Central Bidding to securely deliver more than \$31.2 Billion worth of electronic bids for more than 450 buying entities since their founding. Central Bidding works under exclusive contract with each of these buying entities and in each instance Central Bidding is the only official electronic location to receive the bid documents, the automated updates and allowance of electronic bids.

[Learn More](#)

<https://www.centralauctionhouse.com/centralbidding/bid-bonds>

## **Non-Public Works Bid Affidavit Instructions**

- Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.
- Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.
- Affidavit must be notarized or the affidavit will not be accepted.
- Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.
- Affiant **MUST** select either A or B when required or the affidavit will not be accepted.
- Affiants who select choice A must include an attachment or the affidavit will not be accepted.
- If both choice A and B are selected, the affidavit will not be accepted.
- Affidavit marked N/A will not be accepted.
- It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.

*Instruction sheet may be omitted when submitting the affidavit*

**Non-Public Works Bid**

**AFFIDAVIT**

**STATE OF** \_\_\_\_\_

**PARISH/COUNTY OF** \_\_\_\_\_

BEFORE ME, the undersigned authority, personally came and appeared: \_\_\_\_\_  
\_\_\_\_\_, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized \_\_\_\_\_ of \_\_\_\_\_ (Entity),  
the party who submitted a bid in response to Bid Number \_\_\_\_\_, to the Parish of  
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required  
attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all campaign contributions, including  
the date and amount of each contribution, made to current or  
former elected officials of the Parish of Jefferson by Entity,  
Affiant, and/or officers, directors and owners, including  
employees, owning 25% or more of the Entity during the two-year  
period immediately preceding the date of this affidavit or the  
current term of the elected official, whichever is greater. Further,  
Entity, Affiant, and/or Entity Owners have not made any  
contributions to or in support of current or former members of the  
Jefferson Parish Council or the Jefferson Parish President through  
or in the name of another person or legal entity, either directly or  
indirectly.

**Choice B** \_\_\_\_\_ there are **NO** campaign contributions made which would require  
disclosure under Choice A of this section.



Debt Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

**Choice B** \_\_\_\_\_ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

*[The remainder of this page is intentionally left blank.]*

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires \_\_\_\_\_.

## **CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
\_\_\_\_\_  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF \_\_\_\_\_  
INCORPORATED, DULY NOTICED AND HELD ON \_\_\_\_\_,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED THAT \_\_\_\_\_, BE AND IS HEREBY  
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-  
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON  
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS  
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,  
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE  
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,  
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES  
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS  
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING  
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-  
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE  
A TRUE AND CORRECT COPY OF AN  
EXCERPT OF THE MINUTES OF THE ABOVE  
DATED MEETING OF THE BOARD OF  
DIRECTORS OF SAID CORPORATION, AND  
THE SAME HAS NOT BEEN REVOKED OR  
RESCINDED.

\_\_\_\_\_  
**SECRETARY-TREASURER**

\_\_\_\_\_  
**DATE**

## **STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES**

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the **Invitation to Bid**. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

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For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name **the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

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## **JEFFERSON PARISH REQUIRED STANDARD INSURANCE**

### **☒ WORKER'S COMPENSATION INSURANCE**

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

**Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being**



rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☒ **COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.  
Property Damage Liability \$1,000,000.00 each occurrence.

**Note:** This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

**DEDUCTIBLES** - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

**UMBRELLA LIABILITY COVERAGE**

An umbrella policy or excess may be used to meet minimum requirements.

**FOR CONSTRUCTION AND RENOVATION PROJECTS:**

The following are required if selected below. Such insurance is due upon contract execution.

☐ **OWNER'S PROTECTIVE LIABILITY**

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

☐ **BUILDER'S RISK INSURANCE**

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.



# **Designation of Construction Contractor as Agent of a Governmental Entity Sales Tax Exemption Certificate**

\_\_\_\_\_, an agency of the United States government, or an agency, board, commission, or instrumentality of the State of Louisiana or its political subdivisions, including parishes, municipalities and school boards, does hereby designate the following contractor as its agent for the purpose of making sales tax exempt purchases on behalf of the governmental body:

Name of Contractor		
Address		
City	State	ZIP

This designation of agency shall be effective for purchases of component construction materials, taxable services and leases and rentals of tangible personal property for the following named construction project:

Construction Project	Contract Number
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This designation and acceptance of agency is effective for the period

Beginning Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)
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Purchases for the named project during this period by the designated contractor shall be considered as the legal equivalent of purchases directly by the governmental body. Any materials purchased by this agent shall immediately, upon the vendor's delivery to the agent, become the property of this government entity. This government entity, as principal, assumes direct liability to the vendor for the payment of any property, services, leases, or rentals made by this designated agent. This agreement does not void or supersede the obligations of any party created under any construction contract related to this project, including specifically any contractual obligation of the construction contractor to submit payment to the vendors of materials or services for the project.

This contractor-agent is not authorized to delegate this purchasing agency to others; separate designations of agency by this governmental entity are required for each contractor or sub-contractor who is to purchase on behalf of this governmental entity. The undersigned hereby certify that this designation is the entirety of the agency designation agreement between them. In order for a purchase for an eligible governmental entity through a designated agent to be eligible for sales tax exemption, the designation of agency must be made, accepted, and disclosed to the vendor before or at the time of the purchase transaction.

Designation of Agency			Acceptance of Agency		
Signature of Authorized Designator		Date (mm/dd/yyyy)	Signature of Contractor or Subcontractor Authorized Acceptor		Date (mm/dd/yyyy)
Name of Authorized Designator			Name of Contractor's or Subcontractor's Acceptor		
Name of Governmental Entity			Name of Contractor		
Address			Address		
City	State	ZIP	City	State	ZIP

This designation of agency form, when properly executed by both the contractor and the governmental entity, shall serve as evidence of the sales tax exempt status that has been conferred onto the contractor. No other exemption certificate form is necessary to claim exemption from sales taxes. The agency agreement evidenced by this sales tax exemption certificate must be implemented at the time of contract execution with the governmental entity. The contract between the governmental entity and his agent must contain provisions to authenticate the conferment of agency.